

# **SAN FRANCISCO HALL OF JUSTICE REPLACEMENT JAIL STUDY**

11 SEPTEMBER, 2013



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## EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

The Hall of Justice is located at 850 Bryant Street between 6th and 7th Streets. It houses a number of justice functions including County Jails #3 and #4 and the state criminal court facilities. Adjacent to the Hall of Justice is 425 - 7th Street which houses County Jails #1 and #2.

In 2008 the City and County of San Francisco with the assistance of HOK + Mark Cavagnero Associates developed the San Francisco Justice Facilities Improvement Plan to replace the physically and functionally deficient Hall of Justice. Among the deficiencies that justify replacement are seismic inadequacy, non-compliance with current codes, and the inability of the facilities to support a full ranges of services and programs for inmates. The plan seeks to keep the jail and the state court functions collocated. It identified the block just east of the Hall of Justice as the preferred Hall of Justice Replacement Jail site.

In 2012, the City and County of San Francisco's Office of the Controller developed a jail population forecast (based on earlier work by two teams of consultants) which it updated in 2013 as a Jail Needs Assessment. The assessment identified the need for approximately 500 to 700 beds for the Hall of Justice Replacement Jail.

In 2013 the City identified a project budget of \$290M for the replacement jail.

In the present study, the consultants worked with representatives of the San Francisco Sheriff's Department (SFSD) and Department of Public Works (SFDPW) to develop the facility program and series of "test fit" options for a replacement jail. The test fits examined whether and how a building meeting the program requirements could fit on the identified site. The study focused on a facility with a 500 to 700 bed capacity located on the site identified in the 2008 Justice Facilities Improvement Plan and targeting the City's project budget of \$290M.

The consultants worked with a core group of SFDPW and SFSD representatives over an intense three week programming effort that entailed a comprehensive review of all jail services in order to determine what should be provided at the Hall of Justice Replacement Jail, what should be provided at other jails and what could be provided from offsite sources. In establishing the program, SFSD County Jail #5 at San Bruno was used as a template model.

Once the program range was developed the consultants worked with SFDPW to develop test fits and construction cost estimates for the range of options identified in the program.

The study found that one of the options (Test Fit B1), a 194,300 square foot facility with a maximum of 640 beds (if all were double bunked; but 582 beds assuming up to 10% were single bed cells) configured in eight 32-cell and four 16-cell rectilinear pods could fit the City's \$290M budget. The study also found that such a facility, with four 32-cell pods per floor, could fit on the northerly two-thirds of the site leaving space for future expansion of two pods per floor on the southerly one-third of the site. If such expansion appears to be feasible, building configuration and systems must take it into account.

This report includes the building program in Chapter 2, the building test fits in Chapter 3, and the cost analysis in Chapter 4 and the staffing analysis in Chapter 5. Appendices in section 6 include a detailed space list, finish and equipment requirements, further detail on the test fits and staffing study, as well as a glossary.

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**BUILDING PROGRAM**

## BUILDING PROGRAM

### 2.1 Introduction and Summary

#### A. INTRODUCTION

This section of the report presents operational and design requirements for a replacement facility for San Francisco County Jails #3 and #4 at the Hall of Justice. It reflects planning decisions made to determine how the replacement jail would function as part of San Francisco's jail system, the manner in which services (such as the provision of food to inmates) would be provided, and describes the expected organization, scope, and quality of the building.

This document will also serve as a foundation for more detailed architectural programming during subsequent planning and pre-design phases when detailed specifications requirements will be developed. In addition, it provides much of the information that will be needed to fulfill the Board of State and Community Corrections (BSCC) requirements for a program statement.

#### B. PROGRAM REPORT ORGANIZATION

The text includes descriptions of the facility as a whole and the function of each area accompanied by a detailed listing of each space to be included and diagrams which illustrate the principal relationships among functions. The report is organized into six main parts:

- This Introduction & Summary that provides the background to, and an overview of, the content of the entire document.
- Overall Requirements that apply to all parts of the facility (Chapter 2.2).
- Functional Area Requirements for each of the main areas within the project (Chapters 2.3.1 – 2.3.12).
- Building Test Fits (Chapter 3).
- Cost Analysis (Chapter 4).
- Staffing Analysis (Chapter 5).
- Appendices contain a detailed Space List (Appendix 6.1) showing the size of every room or area, a section on Finish and Equipment Standards (Appendix 6.2) that present detailed information on the finishes, grade of hardware, and equipment needed to define the scope and quality of the building; further detail on the test fits (Appendix 6.3) and staffing study (Appendix 6.4), as well as a Glossary (Appendix 6.5).

Note that where the program states that there are "no requirements", "no special requirements" or "no additional requirements", this refers to the status as of the current round of planning. Other requirements may well be developed during subsequent planning and design phases.



### C. PROGRAMMING PROCESS AND METHODS

This program is the product of several related tasks:

- It is guided by the range of bed capacities and classification needs established in the County Jail Needs Assessment – Hall of Justice Replacement Jail prepared by the City and County of San Francisco's Office of the Controller.
- The programming process was broadly inclusive. Four command or supervisory staff from the Sheriff's Custody Division and Civilian Bureau of Building Services, the Department of Public Works project manager, and members of the programming and test fit teams participated as a Core Group which provided guidance to all aspects of the planning
- The Core Group's working sessions were joined by jail program providers, health and mental health staff, the food services vendor, and others as needed.

### D. ROLE IN THE JAIL SYSTEM

The planning process entailed a comprehensive review of all jail services, in order to determine what should be provided at the Hall of Justice Replacement Jail, what should be provided at other jails in the system, and what could be provided from other off-site sources. The other jails which will remain in operation along with the replacement jail include CJ#1 (which provides intake and booking services), CJ#2 which currently houses mainly women and lower-security risk male inmates and CJ#5 which houses mainly medium security male inmates. CJ#1 and CJ#2 are located on the Hall of Justice site (and are connected to it by both a tunnel and a bridge), and CJ#5 (as well as CJ#6, currently not housing inmates) are located in San Bruno.

The following paragraphs summarize the results of the review and list the assumptions that served as the basis for the scope of the replacement jail. Each function discussed here is described more fully in a subsequent chapter.

**Booking:** All booking and release functions for the entire jail system are conducted at CJ #1 adjacent to the Hall of Justice. This will continue, so there is no need to provide booking facilities at the replacement jail.

**Transport:** Movement of inmates and materials between the replacement jail and CJ #1, CJ #2, and courtrooms in the Hall of Justice will be via a secure tunnel. The possibility of using holding and the vehicular sallyport at CJ #1 for such functions as transferring replacement jail inmates to and from CJ #5 (San Bruno) and taking them to outside medical appointments was discussed but was rejected (at least for the current study). The main consideration is that CJ #3 and #4 currently provide a significant quantity of holding for inmates from CJ #5 who are appearing in court. Thus, the replacement jail will be required to provide sufficient capacity to replace that will be lost for holding. A vehicular sallyport will be required to serve the new holding area.

**Public Lobby:** Having a single point of public contact and reception, either at the replacement jail or CJ #1, was considered. The need to provide replacement space for Central Records and the Central Warrants Bureau and goal of replacing the public auditorium (all currently at the Hall of Justice) made that alternative infeasible, so the replacement jail will have its own public lobby and CJ #1 will continue to utilize its existing lobby – though potential efficiencies will continue to be explored.

**Visiting:** The mix between face-to-face, non-contact versus video visiting was considered. The space requirements were not significantly different, so the program includes an equal mix of the two; this can easily be modified as the project moves into subsequent phases. Technology to enable video visiting (and other functions) would be provided both at the visiting area and in the housing pods.

**Central Records and Warrants:** These functions require a limited degree of security and could be located in office space, though they do require good access to courts, public and the jail. The two key issues are, first, that there is a great deal of paperwork exchanged between Central Records and the Superior Court and, second, that the Central Warrants Bureau is closely related to booking and release activities at CJ #1. While the program includes these functions in the replacement jail, with further study it may be possible to accommodate them in CJ #2.

**Administration:** This project will consolidate the chains of command for CJ #3 and #4 into one. It was preferred to have command staff who are directly responsible for the replacement jail located within it, rather than administering it from CJ #1 or #2.

**Staff Support:** The replacement jail will be self-sufficient for staff support functions.

**Programs:** Inmate programs are both an established requirement of the Sheriff's Department and a funding requirement under SB 1022. Given the desire to maximize the use of unit management (providing services at the housing units), many programs will be located with housing. However, there are a number of more specialized classes and programs that would be difficult or impossible to fill with qualified candidates from only one or two housing pods. Therefore, program spaces will be provided both at the housing pods and in a centralized location that will accommodate specialized classrooms (for computers and vocational education), four additional generic classrooms, and administrative support.

**Medical and Mental Health:** The option of utilizing medical facilities in CJ #2 to serve inmates in the replacement jail was considered. However, the facilities are limited and the amount of movement required to take inmates from the replacement jail to CJ #2 for treatment would be staff intensive, cumbersome, and increase risk related to acute medical problems. Current standards of care for jail health services will be maintained within the replacement jail, with sick call and medication distribution conducted at the housing pods, sub-acute and dental services provided at a central location in the jail, and more specialized care provided off-site.

**Inmate Housing:** As at all the city's jails, the replacement jail will provide contemporary direct-supervision inmate management in "podular" housing units ("pods") with an emphasis on direct visual contact throughout inmate occupied areas. After serious consideration, the Sheriff's Department determined it could safely and effectively increase the size of pods to 64 beds for general population inmates rather than 48 beds as at CJ #5. This could result in more cost-effective staffing, at least for the general population pods. Like CJ#5 pods will still be paired in order to share certain facilities such as classrooms. The replacement jail will have two generically different types of pods. The two types will have essentially the same footprint, but some will have mezzanine levels (doubling the number of cells) and others will be only single levels (and will accommodate higher security inmates, those who cannot climb stairs or be managed on an upper level, or represent smaller classification groups. Some of the pods will be further subdivided, again to accommodate smaller groups.

The Sheriff’s Department also determined that the upper level enclosed staffing stations that were provided between pods at CJ#5 were not needed for general population units, saving construction cost and further increasing staffing efficiency (though enclosed staff stations will be provided at the lower level of special and maximum-security units).

**Kitchen:** The jail system currently provides meals through a “cook-serve” system, with pre-plated portions prepared at CJ #4 (for CJ # 1, 2, 3, and 4) as well as at CJ#5. CJ #5 would not be capable of serving the Hall of Justice jails without a costly conversion to cook-chill technology (and the need to transport all meals). In addition, the currently unused kitchen at CJ #2 is too small to support the entire site. Thus, the replacement jail will need to have a new kitchen that serves all jail facilities at the Hall of Justice site.

**Laundry:** A slightly larger laundry will replace the current facility in CJ #4 to serve all jail facilities at the Hall of Justice site, enabling the laundry area (and unused kitchen) in CJ #2 to be renovated for classification offices and maintenance facilities.

**Building Services:** Most shops that serve the replacement jail will be provided within it, but maintenance offices, an electrical shop, and maintenance stores will be located in renovated space at CJ #2.

**General Storage:** Storage areas will be consistent with those at the Hall of Justice, with large shipments received at other warehouse facilities and some space provided at CJ #2 (and the renovations required to support them will be part of the replacement jail project).

E. CAPACITY RANGES

This program describes the space needed for ranges of capacity consistent with the County Jail Needs Assessment. By and large, the options reflect the levels of inmate capacity along with proportional provisions of support space. However, not every function is driven by, or proportional to, inmate capacity. Functions which are not proportional include Holding/Transport which is driven by court demand and the need to separate incompatible classifications of inmates; and Administration & Control and Building Services which are constant across the options. The three options, defined by inmate capacity, are:

Option A	Option B	Option C
High Capacity	Medium Capacity	Minimum Capacity
714 ± Beds	640 ± Beds	524 ± Beds

F. FACILITY CONSTRUCTION

The intention is to provide a maximum-security jail with inmates housed in cells (not dormitories). While most cells will have two occupants, there will be a number of singles (on the order of 10%), particularly for inmate classifications that pose a higher risk of flight or assaultive behavior.

In terms of the building fabric and systems, the structure, envelope, and separations between major functions will be consistent with a multi-level, urban essential institutional facility. It will be non-combustible, durable, and resistant to forced ingress and egress (built of materials such as concrete or concrete masonry). Cells and

doorways between major zones of control will have detention grade, power-operated sliding doors controlled from a central location. Interior improvements in inmate occupied areas will be detention grade (resistance to vandalism and escape). Some interior improvements in staff-occupied areas not subject to inmate contact, while not detention grade, will be durable under heavy use. In the public lobby, finishes will be durable and attractive, presenting a “civic minded” image.

It is also a goal for the facility to withstand an earthquake or other event and continue secure, self-sufficient operation for 72 hours. This includes the building structure as well as systems critical to provide ongoing, if reduced, operations, including emergency power, water service and kitchen operations.

The future expansion of jail capacity on this site could be desirable. If such expansion appears to be feasible, building configuration and systems must anticipate how it would be implemented. This will affect the arrangement of main circulation corridors (to connect to future ones), potential space for added kitchen, laundry and mechanical/electrical equipment, and the like.

G. SPACE REQUIREMENTS

The table below summarizes space requirements for each major component. For a complete listing spaces, see Appendix 6.1 Space List.

Space Summary (Departmental Square Feet)				
		Option A	Option B	Option C
1.000	Holding/Transport	5,249	5,249	5,249
2.000	Public Lobby	3,866	3,866	3,866
3.000	Visiting	2,470	2,370	2,250
4.000	Central Records & Warrants	2,135	2,135	2,135
5.000	Operations Administration	3,200	3,200	3,200
6.000	Staff Support	8,036	7,382	6,500
7.000	Central Programs	6,515	6,455	5,675
8.000	Medical & Mental Health	8,087	7,914	7,514
9.000	Standard Housing	89,490	71,520	62,549
10.000	Special Housing	29,904	29,904	29,904
11.000	Kitchen	6,238	5,671	5,371
12.000	Laundry	2,281	2,073	1,853
13.000	Building Services	1,206	1,206	1,206
14.000	General Storage	1,163	1,075	943
	Total Departmental Area	169,840	150,020	138,215
	<b>Total Gross Area</b>	<b>242,629</b>	<b>214,314</b>	<b>197,449</b>

H. SITE DEVELOPMENT

Following are the key requirements for site development:

- A vehicular sallyport for inmate transport vehicles.
- A separate vehicular sallyport for trucks making deliveries to a loading dock.
- A service area for a trash compactor, collection of recyclables, and can washing.
- Consideration of possible future jail capacity expansion, if feasible.

## 2.2 Overall Requirements

### A. INTRODUCTION

This chapter presents requirements that apply to the facility as a whole and/or throughout all the functional areas. Requirements that apply only to specific functional areas are described in the chapters that concern each of them. More specific information on finishes, hardware, and fixed equipment for individual rooms or types of rooms is provided in Appendix 6.2 Finish and Equipment Requirements.

### B. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### B.1: Mission, Goals, and Objectives

Explicit in referring to this facility as a “replacement jail,” the intent is to replace County Jails #3 and #4, located on the upper floors of the Hall of Justice. This is one key element of a master plan to replace the entire Hall of Justice which is physically and functionally obsolete. The scope for the replacement jail is closely aligned with the Sheriff’s Department functions that must be vacated from these floors, even if, like Central Records and the Central Warrants Bureau, they have a limited operational relationship with other functions in the replacement jail.

Within the context of this purpose for the project, the Sheriff’s Department has the following operational and facility objectives for the replacement jail:

#### **Operational Goals and Objectives**

- To securely and humanely house, feed, clothe, medically treat, educate, counsel, and allow visitation and to provide support services to persons confined under the law.

#### Facility Objectives

To provide a facility that is:

- maximum security;
- resistant to suicide and contraband concealment;
- tough and durable and requires low maintenance;
- capable of providing all services needed to fully and efficiently meet inmate needs;
- efficient to staff and operate;
- energy efficient and environmentally responsible;
- supportive of staff needs;
- compliant with codes and standards;

- compliant with the requirements of the SFSD;
- able to utilize the latest technology where it will improve performance over previous facilities and proven technology where it fits Sheriff's Department objectives;
- connected to secure local area networks and the Internet where warranted; and
- a civic minded and law enforcement institutional image.

### **B.2: Functions and Services**

The following is a list of major facility functions. More detailed information about each one is presented in the body of this program.

#### Public-Oriented Functions

- Public lobby
- A multipurpose room for public use
- Inmate visiting
- Central records & warrants.

#### Inmate Processing and Services

- Holding and transport
- Central programs, addressing inmates' academic, vocational, substance abuse, criminogenic, and reentry needs.

#### Inmate Areas

- General population housing (including spaces for recreation, education, medical examination, interviews, and the like.
- Special housing for the following categories of inmates: disciplinary isolation, administrative segregation, communal and hard-to-manage psychiatric populations, gang dropouts, transgender inmates, medically- and psychologically-based shelter housing, super-maximum security, sexually violent predators, and inmates who must be housed alone.

#### Support

- Administration & control
- Staff support
- Medical and mental health
- Kitchen
- Laundry
- Building services
- General storage

### **B.3: Operational Safety and Security**

This section discusses functional and operational aspects of safety and security, including threats to security. Physical security and systems are described in a later section of this chapter.

Principal threats to safety and security include:

- escape of an inmate;
- assisted escape of an inmate;
- assaults on inmates;
- assaults on staff;
- inmates possessing weapons and other contraband;
- the passing of contraband between inmates and to inmates from outside the facility;
- unauthorized access to department equipment, keys, evidence, and medications; and
- conflicts between incompatible inmates and/or visitors;
- mass disturbance;
- substandard design and construction;
- external threats such as a shot fired into the facility or assaults on the facility by persons or vehicles.

Operational and design strategies for achieving safety and security include the following, pursuant to the development of a security masterplan during subsequent phases of this project:

- Layered security zones, perimeters, and compartments throughout the facility.
- Direct, visual observation by staff of all inmate-occupied areas together with staff directly interacting with inmates in their normal daily activities.
- Constructing walls and floor/ceiling assemblies resistant to being breached by inmates.
- All inmates enter the facility and cross security zones through a metal detector.
- Visitors to child visiting and professional contact visiting secure their briefcases and purses in lockers or have them searched before passing through a magnetometer to access those areas.
- Visitor access to the Central Warrants Bureau and Central Records Unit will be controlled by a deputy posted to the lobby or staff from these units (but not central control).
- Sworn deputies enter the facility separately from the public through a sallyport with access to a room with gun lockers.
- Civilian employees, attorneys visiting at housing areas, and authorized persons enter through a screening station before using the same sallyport as staff.
- Spatial layouts that enable incompatible visitors to be physically isolated from one another.
- State of the art, proven security electronics systems.
- A fully "commissioned" project delivery system.

## C. DESIGN REQUIREMENTS

### C.1: Standard References

- Jail operations: California Code of Regulations, Title 15, Division 1, Chapter 1, Subchapter 4;
- Jail design: California Code of Regulations, Title 24, Part 2, Division VIII;
- Prison Rape Elimination Act (PREA).

### C.2: Accessibility Standards

Facility design will be required to meet all relevant accessibility standards including Title 24 and ADA. This will affect path of travel and the design and outfitting of most areas of the jail. In addition to the cited standards, the facility design will be subject to review by the city's accessibility office.

### C.3: Space Terminology

The following terms are used to describe space needs:

- **Net area** - The area of each room or space, as measured from interior wall to interior wall. No circulation space to or from the room is included, but circulation space within the room is included.
- **Departmental area** - A measurement of aggregate floor assigned to a department, division, or other organizational or functional unit. It is the sum of all floor areas assigned to the organizational unit, including net areas as well as interior walls, building columns, projections, and circulation from space to space within the unit's assigned area. For existing buildings, departmental area is measured from the inside face of the perimeter walls at the limits of the functional unit's assigned space. In estimating future space needs, departmental area is calculated by adding between 10 and 45 percent to the total of the functional unit's required net area. The multiplier used depends upon the size of spaces and the complexity of spatial organization required (for example, more, smaller spaces require a higher factor).
- **Building gross area** - The total area of the building, including all primary circulation routes, shared vertical circulation, exterior walls and all mechanical and electrical support spaces and chases. Building efficiency is the ratio of net to gross areas, expressed as a percentage. Correctional facilities are typically not very "efficient", due to multiple mechanical systems and circulation routes. A 70% efficiency factor was used for the replacement jail.

### C.4: Space Requirements

Appendix 6.1: Space List shows the amount of space required for the project (including all three capacity options).

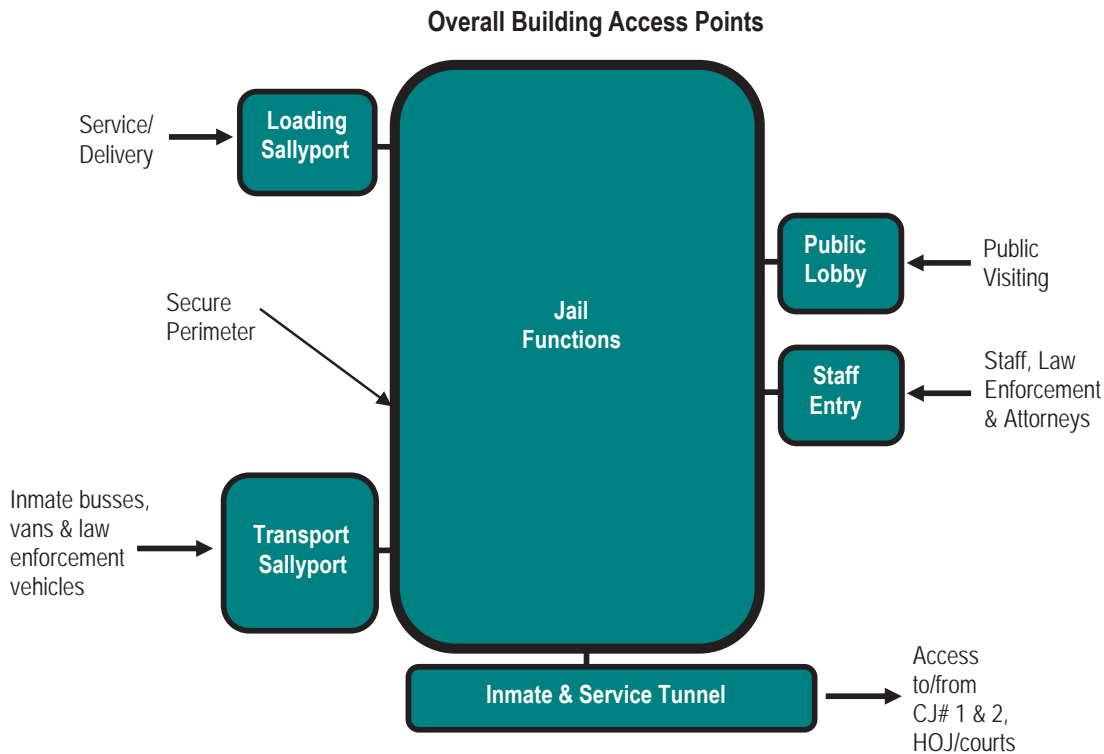
### C.5: Location and Spatial Relationships

This section describes key relationships for the site and the main jail.



**C.6: Site Relationships and Entry Points:** people and materials entering and leaving the facility separately include:

- public, including emergency first responders and service personnel;
  - deputies and civilian staff;
  - secure movement of inmates to and from courtrooms in the Hall of Justice;
  - secure movement of inmates to and from County Jails #1, 2 and 5;
  - transport of inmates off-site;
  - secure receipt of material deliveries and removal of trash and recyclables;
  - refer to the diagram below.
- Jail – Internal Relationships
    - From the public lobby, easy access is needed to visiting, the public multipurpose room, Records and Warrants and jail administration.
    - From the staff entry, easy access is needed to the staff support areas.
    - Staff support and jail administration would benefit from being adjacent or close to each other.
    - Central programs and medical should be easily accessed from the housing areas.
    - Sheltered medical and psych housing units should be on the same floor as the medical clinic.
    - Service and storage functions as well as the kitchen need convenient access to the loading dock and a freight elevator.



**Note: every penetration to be through a pedestrian sallyport)**

### C.7: Suicide Prevention

Suicide prevention is an essential objective throughout the facility but even more critical at special housing units, transport/ holding (before and after court appearance), and any room used for suicide watch (in the medical and sheltered housing areas). The following requirements are taken from Joseph R. Rowan and Lindsay M. Hayes: Training Curriculum on Suicide Detection and Prevention in Jails and Lockups, National Center on Institutions and Alternatives, 1988.

Suicide resistant design and fixtures shall be used in all areas occupied by inmates. The features listed below present the initial discussion of the topic, and are not expected to be all inclusive. Suicide resistant design must incorporate state-of-the-art, code requirements, and SFSD requirements that must be expanded upon and refined during every phase of project planning and design.

- Avoid any surface, edge, fixture or fitting that can provide an attachment for hanging.
- No part of the plumbing in wet rooms or private bathrooms shall be exposed. Operation of control valves shall use flush buttons, infra-red, or similar. Drinking water shall be provided with domes having no curved projections.
- Towel holders shall be ball-in-socket or indented clasp, not pull-down hooks or bars.
- Air supply and return grilles shall be perforated plates with openings no greater than 3/16 inch.
- Beds, desk surfaces, and shelves (if any) shall have no sharp edges and be configured to prevent attachment. Beds shall be totally enclosed underneath.
- Light fixtures shall be the highest level of tamper resistance.
- Fixtures such as mirrors shall be mounted using tamper-resistant fasteners.
- Door handles, faucets, fire sprinkler heads, and door hardware inside the rooms shall all be recessed, designed to prevent attachment, or to break away under a moderately light load.

Title 24 also addresses the physical design aspects of suicide prevention (in section 13-102 (c) 6). The following is quoted from its requirements and supplements or supersedes those listed above.

"Architectural plans shall be reviewed by the Board for the purpose of reducing hazards posed by fixtures and equipment which could be used for an act of suicide by an inmate. The facility design shall avoid any surfaces, edges, fixtures, or fittings that can provide an attachment for self-inflicted injury. The following features shall be incorporated in the design of temporary holding cells, temporary staging cells, sobering cells, safety cells, single occupancy cells, and any other area where an inmate may be left alone:

- Plumbing shall not be exposed. Operation of control valves shall use flush buttons or similar. The drinking fountain bubbler shall be without curved projections.
- Towel holders shall be ball-in-socket or indented clasp, not pull-down hooks or bars.
- Supply and return grilles shall have openings no greater than 3/16 inch or have 16-mesh per square inch.
- Beds, desk surfaces, and shelves shall have no sharp edges and be configured to prevent attachment.
- Light fixtures shall be tamper resistant.
- Fixtures such as mirrors shall be mounted using tamper resistant fasteners; and,
- Fire sprinkler heads inside rooms shall be designed to prevent attachment."

SFSD considers the locations cited by Title 24 to be minimum requirements, and expects all inmate occupied areas to be subject to the examples of suicide resistant features.

**C.8: Acoustics**

The acoustical properties in the table below present the initial discussion of the topic, and are not expected to be all inclusive. Acoustical performance must incorporate state-of-the-art, code requirements, and SFSD requirements that must be expanded upon and refined during every phase of project planning and design.

**Recommended Sound Isolation Requirements for Separating Walls and Partitions**

Occupancy Category	Sound Level (dBA)	Reverberation Time (seconds at 500 Hz)
Classrooms & Program Areas	40	0.75
Medical	45	0.90
Dayroom	50	1.5
Visiting	40	0.90

Source: Advisory Council on Corrections Acoustics, The Acoustics Design Guide for Corrections, 1993.

**D. SYSTEMS, EQUIPMENT, AND FINISHES**

The following section presents requirements for building systems, equipment, and finishes. These construction and performance requirements were established through analysis of the operational and security needs of the facility and through interviews with the Sheriff’s Department and city representatives. In addition to building code and jail standard requirements for construction and operations, this information generally establishes quality, performance and cost parameters for the planning and budgeting of the facility.

The requirements are broken down into the following general categories:

- General Requirements
- Security Construction
- Criteria for Seismic Events and Other Disasters
- Control and Observation
- Finish, Assemblies, and Hardware
- Elevators
- Life Safety and Smoke Control
- Mechanical and Plumbing
- Electrical and Lighting

**D.1: General Requirements**

- **Risk Assessment:** A thorough risk assessment study will be conducted during the pre-design phase that identifies potential threats and vulnerabilities, determines the likelihood and potential consequences of those

threats occurring, and recommends facility and operational mitigation measures for each. The risk assessment will consider naturally occurring events, such as earthquakes, as well as human threats such as external attack or assisted escape.

- **State-of-the-Art:** There is a strong preference that all systems and equipment used in the replacement jail be state-of-the-art at the time of design.
- **Durability:** All systems and components shall be industrial grade materials and installations designed to withstand abuse, attack, corrosion and intrusion of elements.
- **Maintainability:** Provide reasonable and safe access to all items requiring maintenance via normally available tools, devices and conveyances possessed by general maintenance departments. All operational items shall be easily isolated and replaceable. Critical components shall be provided as spares by the project for emergency replacement.
- **Commissioning:** In addition to any LEED-required commissioning, a general requirement shall be for a fully-commissioned project conducted by a fully-certified commissioning authority. This process shall start as soon as possible in the pre-design phase and shall extend through project closeout. This quality assurance program shall include, at the minimum, all mechanical, electrical and electronic systems. The Sheriff's Bureau of Building Services will be an active part of the commissioning process.

### D.2: Security Construction

- The entire facility will be within the secure perimeter of the jail, except the public lobby area itself. Other public access areas including the offices of Central Records and the Central Warrants Bureau, the multipurpose room for public assembly, and the public side of visiting booths will be of construction consistent with the secure areas of the jail.
- The exterior of the building will comprise the primary secure perimeter with wall and roof construction that have the equivalent resistance of 3/16" thick sheet steel and/or of 4" thick reinforced concrete.
- All CMU shall be filled and have reinforcing bars in every course and every cell.
- Composite walls and floor/ceiling assemblies can be of 14 gauge metal studs with bolted track and an assemblage of plywood, various types of gypsum board (with various sound attenuation, abuse resistance, or other additional properties appropriate to the application) or security mesh and cement plaster.
- Every detention zone and area within the perimeter shall be a self-contained maximum security perimeter i.e., each housing pod, Central Programs, Medical & Mental Health, stairways, shafts, etc.
- All entries into the secure perimeter of the facility will be through interlocked, two-door sallyports operated from central control. Interlocked doors are programmed such that only one can be open at a time (though this is subject to emergency override).
- All openings shall have detention barriers and/or operating devices. Every wall penetration 10 inches by 10 inches and larger shall have security barrier sleeves, grills with welded angles, or similar approved assemblies. All door/window frames shall be fully grouted with pre-engineered, non-shrink non-corrosive cement grout. All glazing and window components that are facing the freeway shall be rated bullet resistant assemblies. Openings presenting view lines facing the Hall of Justice shall be obscured.
- Materials inside the secure perimeter shall be detention grade, low maintenance and durable.

- At visiting areas, route all utilities, conduits, ducts, etc. around the perimeter so no penetrations cross the barrier between inmate and public sides.
- All mechanical, plumbing and lighting fixtures in inmate-occupied areas shall be high security, detention grade, with tamper-proof fasteners.
- All gaps within inmate occupied areas shall be sealed either with pick-resistant or with pick-proof sealants.

### **D.3: Criteria for Seismic Events and Other Disasters**

- The goal is for the facility to withstand a typical great earthquake and continue secure, self-sufficient operation for 72 hours.
- The building shall remain secure and not require evacuation.
- Community safety, staff safety and inmate safety shall be maintained.
- Inmates will be sheltered in housing pods.
- The facility could switch to 12 hours shifts with the potential, if necessary, for staff to be sheltered in a designated housing pod (vacated of inmates). That housing pod will be identified for additional emergency utility services such as domestic water.
- Food service shall be maintained with cold meals for staff and inmates. Some kitchen equipment (i.e., one large kettle, one oven, refrigerators and freezers) would be maintained on emergency power.
- Laundry service will cease.
- Court process may cease.
- Programs and recreation may not be provided.
- Except for domestic cold water and ventilation, MEP services may be reduced or intermittent:
  - elevators except for one in each bank selected by central control to remain operational;
  - heating and air conditioning;
  - hot water;
  - fuel systems may be diverted to only supply critical operations
- The gas system shall have automatic equalizer valves.
- Mounting intervals for MEP systems more closely spaced than industry norms
- Life safety and security systems must be maintained.
- On-site tanks will be provided to store water and waste.
- Emergency generators will have enough capacity to serve the functions described above for 72 hours.
- Boilers, hot water heaters, generators etc shall have dual fuel capability; i.e. natural gas and diesel.

#### Control and Observation

- Monitoring and control of the facility perimeters and zones will be maintained by central control.
  - Central control monitors the facility exterior, controls all access into and out of the facility, monitors all zones within the facility, and controls all doors except those within the housing pods.
  - Central control monitors all building systems, including but not limited to life safety systems, select functions of the building HVAC control system, alarm functions, lighting control, etc. and has override/shut down capabilities as appropriate for jail operations within the requirements of the building codes and jail standards and SFSD requirements.
  - Direct supervision deputy stations observe and control all doors and devices within the housing pods.
  - Central control may shutdown and/or override any or all deputy station control and observation systems within the housing pods.

- Door controls for the institution shall include the following:
  - The end user shall define specific operations of each and every door, including identifying which will be motorized detention sliding doors, which will be swing doors, which will be controlled by central control, and which will be locally controlled. A list with options for each door shall be presented and SFSD for selection. Upon selection security hardware designers shall consolidate comments and refine the final designs.
  - Swinging doors that are unlocked remotely but operated manually will have dual position monitoring capability.
  - Sliding door operator covers shall be hinged to aid in the easy maintenance of each door.
  - Group-release capabilities, per building code and jail standards, shall be provided for cell doors.
  - Manual by-pass release of sallyport doors to be possible with key activation at central control.
  - Manually-operated keyed detention doors shall be provided at such as, but not limited to, the TAC equipment room and armory.
- Complete closed circuit video camera coverage shall be provided:
  - to meet the intent of the Prison Rape Elimination Act (PREA);
  - all inmate-occupied areas except inside cells (view of cell fronts from dayroom to be included) – assume 12 cameras per housing pod;
  - all stairways, elevators, corridors and hallways;
  - both sides of controlled doors;
  - entire facility perimeter;
  - overall views of the roof;
  - 100% recording capability for all cameras (retention policy and data storage capacity to be determined);
  - using the latest technology, including facial recognition if available at time of construction, is anticipated for camera systems.
- Intercoms to be provided:
  - in every cell; intercoms at holding cells to have sound monitoring function;
  - at both sides of all controlled doors;
  - at deputy stations/posts direct to central control.
- Provide a fully functioning 800 MHz, dual-band staff radio system that includes panic (city-wide system without location capabilities) and pager function.
- A hard-wired staff duress system shall be provided throughout the facility with activators provided as follows:
  - at intervals along corridors;
  - in the kitchen, laundry and medical & mental health areas;
  - in all classrooms and interview rooms (civilian staff and inmate interaction spaces);
  - any spaces with staff and inmate interaction not in direct visual control of security staff.
- A master antenna system shall be provided as follows:
  - all housing pod dayrooms;
  - classrooms;
  - multi-purpose rooms;
  - conference rooms;
  - public waiting areas;
- Provide a separately sourced master antenna television system to the muster room, conference rooms, EOC, facility commander office, and staff dining.
- A public address (PA) system, with all-call and talk-back capabilities, shall be provided throughout the facility.

#### **D.4: Finish, Assemblies, and Hardware**

The Security Construction section above describes the building envelope, assemblies separating major functional areas, and interior requirements for the majority of the replacement jail. Their requirements are based on either the presence of inmates or the assemblies separating inmate-occupied areas from those with no inmate presence. In addition, the basic finishes throughout most inmate-occupied areas shall be:

Floor: High-build urethane paint  
Walls: High-build urethane paint  
Ceiling: High-build urethane paint  
Hardware: Detention grade.

Areas occupied by staff with no inmate contact can be characterized as “industrial” grade construction, with interior improvements and finishes reflecting the durability needed to stand up to a high level of constant use rather than resistance to escape and vandalism. These areas include Administration, Staff Support, and Central Records and Warrants.

Interior Partitions: Gypsum board over metal studs  
Doors: Heavy gauge steel frames and doors  
Floor Finish: Carpet tile or vinyl composition tile  
Wall Finish: Paint  
Ceiling: Suspended acoustical ceiling is acceptable provided adjacent security envelopes are maintained  
Hardware: Heavy duty commercial grade.

Public areas are limited to the lobby and associated conveniences. Interior improvements in these areas should be characterized by an appropriate balance between appearance and durability.

Interior Partitions: Gypsum board over metal studs for those partitions not separating security zones. The construction of walls separating public areas from other security zones will meet the requirements of the higher security zone.  
Doors: Heavy-gauge metal frames and doors, glazed where appropriate  
Floor Finish: Hard, durable, attractive surface such as terrazzo  
Wall Finish: A mix of durable finishes and paint can be used where subject to human contact; paint or acoustical treatments can be used where contact is unlikely  
Ceiling: Suspended acoustical ceiling acceptable provided adjacent security envelopes are maintained  
Hardware: Heavy duty commercial grade.

All wet areas such as toilet rooms and shower areas shall be waterproof and sloped appropriately to drain. Epoxy/urethane trowel bases and top coats will be applied to prepared hard surfaces.

### **D.5: Elevators**

- Elevators operation shall be modeled on CJ #5: key activated hall-calls and cab activated key-destination switches. Central Control will be able to take over cab functions as are provided at CJ #5.
- Central control will be able to select one elevator in each bank for continued operation during reduced operations in an emergency.

### **D.6: Life Safety / Smoke Control**

- Provide a custom fire alarm system that is activated, announces, and performs preset code compliant functions with interfacing associated building components. System shall meet the operational intent of fully informing trained staff of events and yet be discrete to not cause undue panic in the inmate population. Sequences of operation shall meet the overall intent of compartmentalizing the various zones/floors, preventing panic, and allowing the continued normal operation of adjacent zones. Designers shall review SFSD's preferred operational direction for code compliant incorporation into this project.
- Fire alarm and smoke control systems shall treat each housing pod as a single zone.
- Fire alarm general annunciation shall only be within the effected zone, reported to local control stations where they exist, central control, and the maintenance group office. All alarms and trouble reports are to be logged on a hard copy printout.
- Remote fire alarm annunciation, using LED panels, shall be provided at all special staff posts to include:
  - all deputy stations (Medical & Mental Health, Kitchen, Laundry, and Central Programs);
  - the muster/tactical command post;
  - the conference room at Administration & Control;
  - staff dining room;
  - the group administrative office.
- The smoke control system, in addition to any building code required operations, shall also be capable of direct exhaust from individual housing pods to remove tear gas, pepper spray, and similar products. The system will be directed from central control to halt air movement prior to dispersal of the gases or particulates and to exhaust them when the operation is complete. Provide separate controls and/or system to control fire generated smoke as may be required by the authority having jurisdiction.
- Magnetic hold opens, deactivated by the fire alarm system, shall be provided on all fire/smoke assembly doors and at doors designed by the SFSD.
- All systems are to be formally commissioned

### **D.7: Mechanical and Plumbing**

- HVAC and domestic water supply systems shall be zoned so that each housing pod will have control and shutdown capability for all or some of the pod from the deputy's station and central control.
- HVAC control systems to housing pods will coordinate with the smoke control system to accommodate tear gas injection and exhaust as described in the Life Safety / Smoke Control section above.
- The domestic hot water system will be designed for recirculation to enable hot water to be delivered quickly to all fixtures in the facility.



- Redundancy shall be provided in the following critical systems:
  - sewage grinders;
  - ejector pumps;
  - heating/hot water pumps;
  - domestic hot water heaters;
  - at least two boilers to fulfill facility needs.
- All systems are to be formally commissioned.

#### **D.8: Electrical and Lighting**

- Emergency power provided by generators with on-site fuel storage for 72 hours of operation.
- In addition to the fully automatic switchgear provide manual emergency switchgear that includes a double manual by-pass switch with a trapped key interlock to selectively control utility power versus generator power.
- A computerized lighting control system is to be provided.
- Voltage no higher than 120 VAC to inmate-occupied areas except the kitchen and laundry.
- LED lighting is preferred, if feasible, for long life, low energy consumption, replacement labor savings and maintenance staff safety in housing pods.
- All cells are to have night lighting.
- Provide a central clock system.
- Provide an integrated fiber optic backbone and interconnection system for a complete and operational state-of-the-art telecommunications system for telephone, data, secure Jail Management System, and emergency communications. Provide third party commissioned systems.
- All systems are to be formally commissioned.



## 2.3-1 Holding & Transport

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** Holding/Transport has two primary functions:

- To provide the main point of interface for the movement of detainees in and out of the facility, including transfers between county jails, transfers to other agencies, and services outside of the facility such as medical treatment; and
- To receive, securely hold, and manage the movement of detainees in the county jail system for appearances at the criminal court departments in the Hall of Justice (though inmates from CJ#1 and #2 may be moved directly to court without visiting the new jail's holding area).

All booking, intake, and release functions will continue to be conducted at County Jail #1.

**A.2 Future Trends:** implementation of video arraignment (and other court appearances) would reduce the demand for holding capacity.

**A.3 Days and Hours of Operation:** The highest volume of detainees is prior to and following court, Monday through Friday, 7:30 am to 4:00 pm or later. However, detainees can be moved through Holding/Transport 24/7.

#### A.4: Occupants/Users

**Sworn Staff:** 9 deputies assigned during peak hours plus bailiffs and escort deputies coming and going. Classification officers may interview detainees in this area.

**Civilian Staff:** No civilian staff during normal operations.

**Detainees/Inmates:** Up to 180 detainees.

**Public:** No public access during normal operations.

#### A.5: Psychological and Sociocultural Issues

- An adequate number of holding cells is necessary to maintain separations between incompatible inmates, such as rival gang members, codefendants, etc.
- Initial intake and court appearances are the two most stressful times during detention, so there is a higher chance of detainees exhibiting volatile behavior in this area.

### **A.6: Activities**

Activities in Holding/Transport are mostly associated with the processes of receiving detainees and getting them where they are supposed to go safely and on-time. The processes for detainees assigned housing at the replacement jail are similar to those of detainees with court appearances except that there is a much higher volume of detainees with court movements.

The typical process for detainees with court appearances is as follows:

- Prior to the first court calendar of the day, detainees restrained in pairs are unloaded from buses in the adjacent vehicular sallyport or are escorted by one or more deputies from the replacement jail (or from CJ#1 via a secure tunnel) in groups of 10 or fewer.
- Each group enters the Holding/Transport area through a pedestrian sallyport.
- Each group is taken to a staging cell pending a determination of which temporary holding cell in which to hold them.
- Deputies review classification information and detainee's current demeanor in determining which cell to place them in. Deputies keep track of which detainees are housed in which cell using a large whiteboard in their office, though this could be replaced by a more high-tech solution.
- Detainees are escorted to a temporary holding cell individually or in small groups. Their restraints are removed as they enter the cell.
- Bailiffs come from the Hall of Justice to escort individuals or groups of detainees to court for their hearings.
- Bailiffs return detainees from court to a holding cell.
- Detainees completing their morning court appearance may be returned to the facility that houses them if they have no afternoon court appearance.
- Detainees with hearings during afternoon calendars are received in the same way as those for the morning calendar.
- Lunches are distributed to detainees in the holding area during lunch.
- Detainees to be returned to housing or released from CJ#1 are put in restraints as they are removed from cells and escorted individually or in groups through the pedestrian sallyport to the waiting transport vehicles or tunnel.
- Detainees returning to housing in the replacement jail will pass through a metal detector before entering the elevator to be taken to their housing floor.

### **A.7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also Location and Spatial Relationships.

- Detainees housed at other jails arrive by vehicle at the vehicular sallyport or tunnel from CJ#1, enter through a pedestrian sallyport, may be briefly held in a staging cell, and are escorted to a temporary holding cell in this area.
- Detainees may be taken aside to be searched as they enter the facility or at any time during their stay.
- Detainees housed at the replacement jail will arrive by elevator from their housing floor.
- Detainee movement to and from court is through the pedestrian sallyport to the tunnel.

- Carts with lunches will arrive at the Holding/Transfer area by elevator from the kitchen.
- Detainees housed at the replacement jail who have off-site appointments leave and return through Holding/Transport the same way as those returning from court.

### **A.8: Policies and Procedures**

- Female detainees will be staged and moved to court appearances from CJ#1, so the separation of female detainees from males is not a consideration.
- Currently, detainees change into civilian clothing brought by their attorneys at the courthouse, so it is not believed to be necessary to accommodate this activity at Holding/Transport.
- A limited inventory of jail-issue clothing is stored at Holding/Transport to change a detainee into if their clothing becomes soiled beyond use while they are there.

### **A.9: Operational Safety and Security**

- Everyone enters or leaves the high security zones of the jail from Holding/Transport through a sallyport.
- Detainees are restrained during movements.
- All inmates enter housing areas by way of Holding/Transport through a metal detector.
- Unobstructed lines of sight must be maintained between the office and all areas occupied by detainees.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

The following are design objectives for this area:

- Provide adequate holding capacity for the majority of court calendars.
- Provide a sufficient number of cells to separate detainees by classification.
- Maximize the visibility by deputies of inmates in cells.

### **B.2: BSCC Standards and Guidelines**

Referenced standards are from California Code of Regulations, Title 24, Minimum Standards for Local Detention Facilities unless otherwise noted.

- §1231.2.2 Temporary holding cell or room: The relevant requirements for temporary holding cells used in this area are:
  - contain a minimum of 10 square feet of floor area per inmate;
  - limited to no more than 16 inmates;
  - be no smaller than 40 square feet and have a clear ceiling height of 8 feet or more;
  - contain seating to accommodate all inmates;
  - contain a toilet, wash basin and drinking fountain; and
  - maximize visual supervision of inmates by staff.

- §1231.2.3 Temporary staging cell or room: A temporary staging cell can be used for holding up to 80 properly classified inmates for up to 4 hours. The design requirements include:
  - contain a minimum of 10 square feet of floor area per inmate and a clear ceiling height of 8 feet or more;
  - be no smaller than 160 square feet;
  - contain seating to accommodate all inmates;
  - contain a toilet, wash basin and drinking fountain; and
  - maximize visual supervision of inmates by staff.

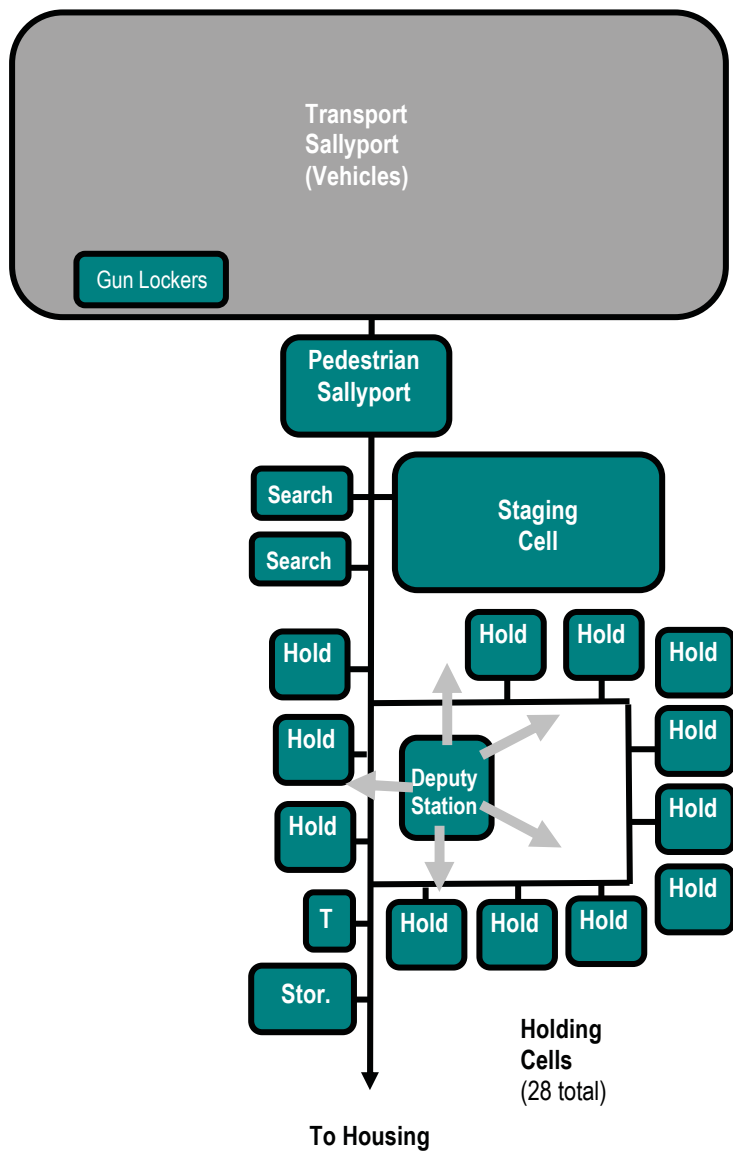
### **B.3: Flexibility**

- Holding/Transport could be used on a temporary basis during an emergency like an inmate riot, mass arrests, fire, earthquake, etc.
- The area should be planned to accommodate one or more alternative uses in the future, if a new HOJ court building is constructed with adequate court holding (which would greatly reduce the need for such space in the replacement jail).

### **B.4: Location and Spatial Relationships**

- The primary spatial organization of Holding/Transport is to provide a radial view of holding cells from the staff office.
- The staging cell should be accessed from primary circulation immediately inside of the pedestrian sallyport.
- The search rooms should be conveniently located to the staging cell and holding cells but positioned to enable deputies to conduct a thorough search of a detainee without being seen by other detainees.
- The sergeant responsible for supervising Holding/Transport will be based at Administration & Control.

**Holding/Transport Relationships**



**B5: Safety and Security**

- Walk-through metal detector on inmate path into the facility.
- All other aspects of security are covered in the Operational Safety and Security and Location and Spatial Relationships sections above.

**B6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 6.2 Finish and Equipment Standards:

### Outdoor Use Areas

Holding/Transport includes a secure vehicular sallyport outside of the building envelope with the following requirements:

- The ability to accommodate two 40-foot long buses (each with a capacity of 40 passengers) to drop off and load detainees. The buses can be parked off-site when not actively loading detainees. It will also accommodate at least two vans and one squad cars.
- The vehicular sallyport shall be enclosed by secure perimeter bearing walls (which also protect the area from being seen from public spaces) and a chain-link top.



## 2.3-2 Public Lobby

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A1: Overview of Functions and Operations

Description: The public lobby provides the point of entry for the public to orient to and access the services available to them, including:

- Visiting (with inmates)
- Central Records and the Central Warrants Bureau
- Jail Administration
- A multipurpose room that replaces the auditorium in the Hall of Justice.

Requirements for the lobby itself and the multipurpose room are discussed in this chapter. The requirements for Visiting, Central Records and Warrants, and Jail Administration are provided in their own chapters. The requirements for public restrooms are in Chapter 2.2 Overall Requirements.

#### A2: **Future Trends:** None identified.

#### A3: Days and Hours of Operation

Lobby: 24 hours a day, seven days per week; normal business hours, during which the lobby is unlocked, are 8 am to 9 pm, seven days per week.

Multipurpose Room: 8 am to 11 pm any day of the week.

#### A4: Occupants/Users

Sworn Staff: 1 deputy assigned to lobby reception during operating hours (supplemented during visiting hours – see that chapter). Other staff pass through the lobby to enter and exit the jail.

Civilian Staff: None assigned.

Detainees/Inmates: Up to 15 inmates may participate in events held in the multipurpose room. Inmates do not directly access the lobby while in custody.

Public: All manner of the public, civilian staff, and sworn officers transit the lobby to access its adjacent services. The highest occupant loads are associated with the multipurpose room, which can have 100 occupants during its most intense use, and visiting, with groups of up to 40 people during visiting hours.

#### A5: Psychological and Sociocultural Issues

- First-time visitors will need to orient themselves to access the service or area related to their reason for coming. Good visual contact upon entering with those functions served by the Public Lobby will speed the flow of people and reduce stress.

- The first opportunities for chance encounters between adversaries visiting a common inmate will occur in the lobby.
- The multipurpose room provides the Sheriff's Department with a positive connection to the community.

### **A6: Activities**

#### Lobby

- wayfinding;
- checking in and/or getting information from reception;
- waiting;
- queuing for Central Records and Warrants service windows.

#### Multipurpose Room

- public meetings;
- staff meetings and training events;
- inmate programs and performances;
- graduation ceremonies for inmates and their families. Separate graduation ceremonies are held for out-of-custody offenders and their families.

### **A7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

- Ideally, one security screening checkpoint can serve inmate visiting, persons visiting the jail on business, and the multipurpose room.
- Unrestricted public access to the multipurpose room will be possible when inmates are not present.
- The public will access Central Records and Warrants service windows directly from the lobby.
- Sworn and civilian staff will enter through the same general space as the public, but will move to a dedicated staff entry into the secure areas of the jail.
- Sworn and civilian staff will carry documents to and from Central Records and Warrants through the lobby.

### **A8: Policies and Procedures**

- Deputies secure their weapons in the gun locker room before passing through the secure perimeter.

### **A8: Operational Safety and Security**

- The lobby entrance will be locked from 9 pm to 8 am, with entrance doors released from Central Records and Warrants or central control.
- Visitors accessing inmate occupied areas will be screened for weapons and other contraband.

- The public and justice agency staff members will access the lobby at all times of the day and night. The exterior approach and lobby itself should be clearly visible and well lit to promote safety.

**B. DESIGN REQUIREMENTS**

**B1: Design Objectives**

The following are design objectives for this area:

- Present the community with a positive image of the Sheriff's Department.

**B2: BSCC Standards and Guidelines:** None.

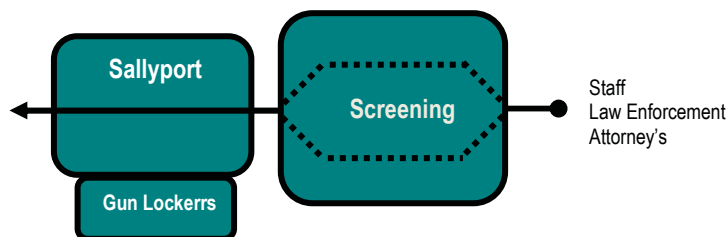
**B3: Flexibility**

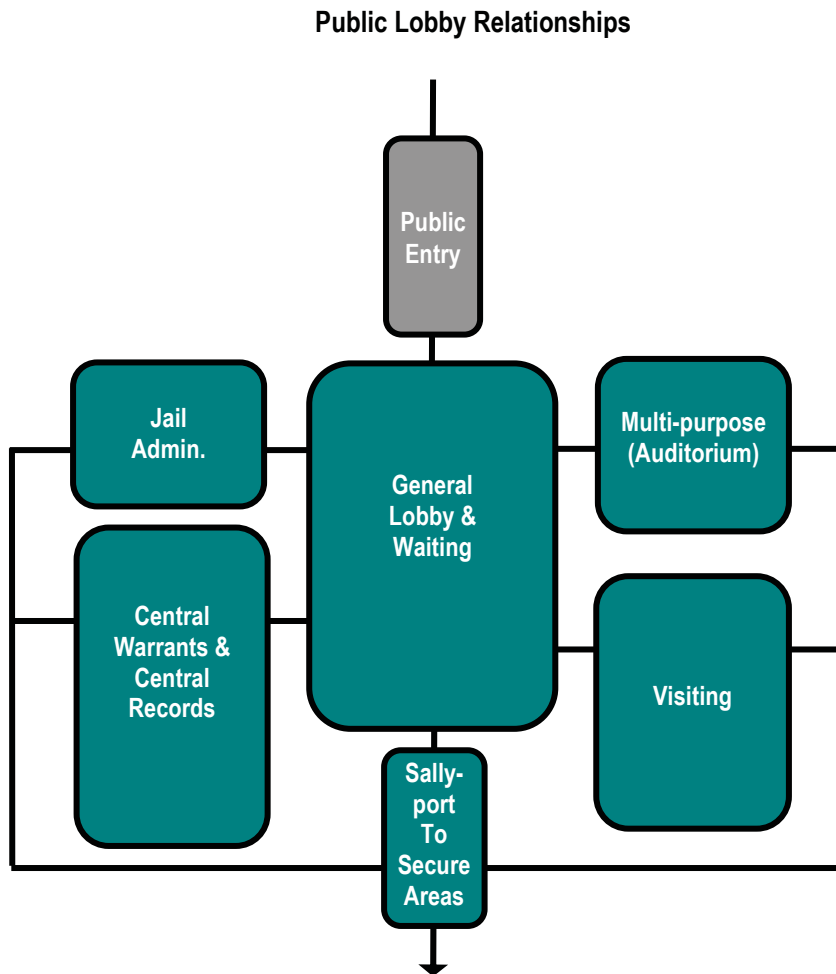
- The multipurpose room replaces an existing auditorium with the added benefits of greater flexibility of possible uses (compared to the fixed seating in the current auditorium), such as training, conferences, theatrical productions, meal service, etc.

**B4: Location and Spatial Relationships**

- Direct public access to the multipurpose room from the lobby, with the option of routing the public through the security screening checkpoint when inmates participate in events.
- Secure access to the multipurpose room for inmates.
- Direct access to Central Records' and Central Warrants Bureau's service windows from the lobby.
- Public access to inmate visiting and official visitors' access to secure areas of the building through a security screening checkpoint.
- The gun locker room is accessed from the sallyport used by staff to enter through the secure perimeter of the facility.

**Staff Entry Relationships**





**B5: Safety and Security**

- The public entrance doors must be unlocked during normal business hours and have the capacity to be unlocked remotely from Central Records and Warrants or Central Control at other times.
- The lobby will have a security screening station with a queue, parcel x-ray, and magnetometer for visitors and public participants in the multipurpose room when inmates are included.

**B6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

**Outdoor Use Areas**

- A sheltered entrance to protect visitors waiting to enter from inclement weather.

## 2.3-3 Visiting

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A1: Overview of Functions and Operations

Description: Visiting includes a diverse system that provides opportunities for video visiting, non-contact face-to-face visiting, contact professional visits, court ordered contact visits with children or other family members, and some administrative hearings for inmates housed at the replacement jail.

Phasing: No requirements.

#### A2: Future Trends

- Requirements are described for a greater number of face-to-face, non-contact visiting booths than video visiting booths. The mix of non-contact and video visiting booths can be reexamined in the future because it does not have a substantive impact on initial project planning.
- The Sheriff's Department is moving toward implementing computerized scheduling of inmate visits.
- Morrissey hearings will not take place after 2014, but other types of administrative hearings will continue to occur.
- The Sheriff's Department is considering additional inmate visiting times for the replacement jail.
- The inmate side of video arraignment (and perhaps other remote appearances) if implemented by joint agreement between the sheriff and the courts, would likely take place in the visiting area – which should be provided with the needed infrastructure (of cabling and power) to support it.

#### A3: Days and Hours of Operation

Family visiting: 8 am to 2 pm Saturday, Sunday, and holidays. Note that these hours may be extended.  
Official visiting: 8 am to 9 pm 7 days a week.

#### A4: Occupants/Users

**Sworn Staff:** Deputies are posted to Visiting when scheduled:

2 deputies on the public side (at reception counter)

1 or 2 deputies (depending on volume) at the staff post (and circulating) on the secure side.

**Civilian Staff:** one social worker and one HSA supervisor with each mandated children's visit.

**Detainees/Inmates:** Up to 22 during peak visiting hours.

**Public:**

Up to 18 actively visiting with inmates (including a few attorneys or law enforcement **officers at some times**).

Up to 20 screened visitors waiting for visits (possibly including a few attorneys or law enforcement officers).

20 or more queued in the public lobby waiting to be screened and admitted to the inner waiting area.

Up to three children and a parent in each child visiting room. Children may be accompanied by supervising agency staff person or volunteer.

### **A5: Psychological and Sociocultural Issues**

- Contact visits can be an effective behavioral management tool.
- Inmates can receive incompatible visitors who need to be kept separated.

### **A6: Activities**

Inmates with visits or hearings in this area will be staged in and out of their visit:

- secured in a holding cell upon arrival from their housing pod if their visitor is not ready;
- escorted to the assigned visiting booth or room;
- searched upon the completion of their visit or hearing;
- secured in a holding cell until escorted back to their housing pod.

Visitors will similarly undergo the following process:

- secure their personal items in lockers located before the security checkpoint;
- go through security screening to check for weapons and contraband;
- check in at the reception desk;
- wait for their inmate to arrive and a booth or room to become available;
- conduct their visit;
- leave at the conclusion of their visit and collect their personal items from the locker.

### **A7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

- Public access to Visiting through the security screening station.
- Children with court-ordered, supervised visits will access visiting without circulating through inmate occupied areas.
- Convenient access to a public toilet (in the secured area) from the family contact visiting room.
- Deputies must be able to check inmates in the inmate search room on their return from their visit before they are placed in a holding cell.

### **A8: Policies and Procedures**

- The facility will have adequate capacity to provide every detainee with secure non-contact visit for one hour every week.
- Family visits are scheduled in 30 minute increments.
- SFSD by policy will maintain the capacity for some face-to-face visiting.

- A social worker monitors child access from child visiting room to a toilet.

### **A9: Operational Safety and Security**

- Threats passing of contraband and inappropriate behavior.
- Main threats from visitors is mixing different gang affiliations or conflicts between an individuals visitors such as mothers and girlfriends.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

- It is the Sheriff's Department's goal to increase opportunities for inmate visiting.
- Staff must have clear, unobstructed sight lines of all inmate and public areas. Where activities take place within enclosed rooms (for acoustic privacy), glazing should be maximized so that activities can be observed.

### **B.2: BSCC Standards and Guidelines**

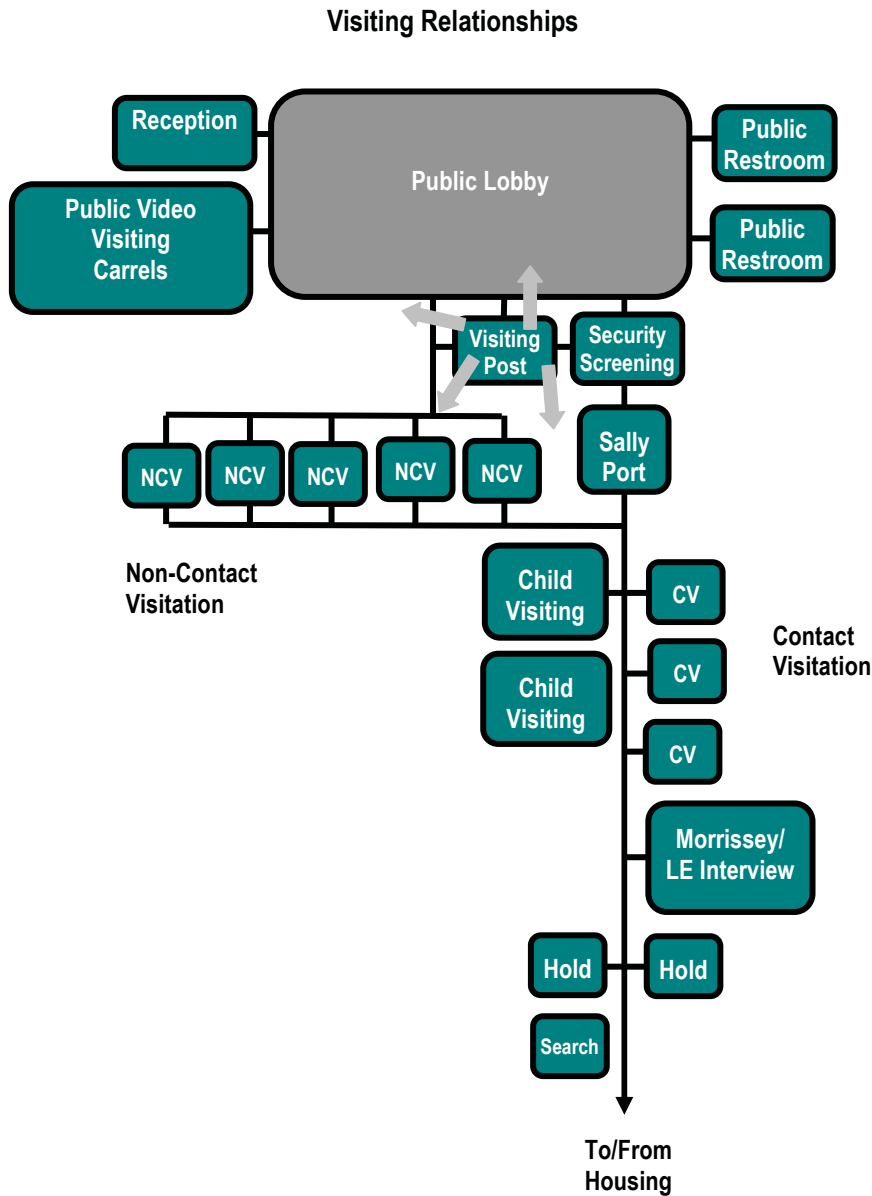
- California Code of Regulations, Title 15, Minimum Standards for Local Detention, §1062. Visiting:
  - all inmates in Type II facilities there shall be allowed no fewer than two visits totaling at least one hour per inmate each week;
  - visitation policies shall include provision for visitation by minor children of the inmate.
- ADA and ABA Accessibility Guidelines for Buildings and Facilities, 2005:
  - §232.5.1: five percent of visiting booths, but no fewer than one, shall be accessible;
  - §304.3: turning space
  - §904.4.2: counters

### **B.3: Flexibility**

The Morrissey hearing room can be used for a variety of administrative hearings.

### **B.4: Location and Spatial Relationships**

- The public side of non-contact visiting booths should be divided into three approximately equal banks of rooms with some physical and spatial separation.
- Child visiting rooms, contact attorney visiting rooms, law enforcement interview rooms, and Morrissey hearing room will be accessed through a sallyport. The child visiting rooms should be closest to the sallyport to minimize opportunities for contact between children and inmates.
- The contact attorney visiting rooms should be located out of direct sight of other visiting areas.
- Refer to the diagram, on the following page.



**B.5: Safety and Security**

- The entrance to the visitor’s waiting area, the visitor’s side of non-contact booths, and public video visiting booths will be controlled by lobby deputies assigned to monitor visiting.
- The entrance to contact visiting areas will be controlled by central control.
- The wall and windows between inmate and visitor sides of non-contact visiting booths will be detention grade security assemblies with ballistic rated glazing.

**B.6: Additional Design Requirements**

There are no additional requirements specific to this function beyond those described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards.



## 2.3-4 Central Records & Warrants

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** The Central Records Bureau and the office handling warrants are two independent functions that are proposed to be located together due to the similarity of their need for public access, frequent exchange of paperwork with the courts, and a standard office environment.

- Central Records maintains and processes legal paperwork on all inmates that is shared and needs to be coordinated with the Superior Court, District Attorney, Public Defender, and Adult Probation Department. Records are also accessible to the public.
- The Central Warrants Bureau maintains records of warrants and other requests to hold inmates for other agencies that affect release decisions by the Superior Court and Sheriff's Department.

Central Records and Warrants both need replacement space due to the proposed closure of CJ#3 and #4, but the replacement jail is not the only reasonable location for these functions. Their key location requirements are public access, and the convenient movement of pedestrians and files to and from the Hall of Justice and CJ#1.

**Phasing:** No requirements.

#### A.2: Future Trends

A significant portion of records currently require original stamps and/or wet signatures; by statute these must be maintained in hard-copy form. In the future, it may be possible to store original documents at a secure, off-site location and utilize mainly imaged documents and electronic transfer.

#### A3: Days and Hours of Operation

Both functions are 24/7 operations, with the highest volume of activity occurring Monday through Friday, 8:00 am to 9:00 pm.

#### A4: Occupants/Users

**Sworn Staff:** Central Records: during day shift, 1 sergeant and 1 senior deputy; fewer during other shifts  
Warrants: during day shift, 1 sergeant, 1 senior deputy and 4 deputies; fewer during other shifts.

**Civilian Staff:** Central Records: 5 during day shift Monday through Friday; fewer during other shifts.  
Warrants: 9 on duty during day shifts; 8 during other shifts.

**Detainees/Inmates:** Inmates do not access these functions while in custody.

**Public:** A peak of 10 visitors total, including bailiffs dealing with central records and SFPD officers dealing with warrants, as well as court staff, attorneys and out-of-custody offenders.

**A.5: Psychological and Sociocultural Issues:** None.

### **A.6: Activities**

#### Central Records

- Retaining court disposition slips and recording information in the appropriate location.
- Receiving commitment orders from the courts and entering the sentencing information in the Jail Management System.
- Calculating release dates.
- Creating inmate files and entering information into them.
- Communicating with outside jurisdictions via the Jail Management System when inmates are ready to return to their communities.
- Researching charges to determine if an inmate is clear for release.
- Liaison with the District Attorney and SFPD on misdemeanor and felony re-bookings.
- Responding to subpoena requests for Sheriff's Department records.
- Responding to requests from the public for confirmation of an inmate's incarceration status.
- Administering legal process with the District Attorney, Public Defender, and members of the public.
- Collecting and analyze data.
- Maintaining all criminal records for the Sheriff's Department.

#### Warrants

- Maintaining records of active warrants.
- Checking for outstanding warrants on offenders booked into jail system and under consideration for release on bail or by the court.

#### Both

- Receiving, counting, and preparing cash for deposit.
- Checking records for release on bail.
- General filing activities.
- Document imaging.

### **A.7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section.

- Telecommunications can be used for exchanging information with jail facilities, but physical records are currently exchanged with the Superior Court.

- Every court appearance generates at least one new piece of paper for Central Records. A bailiff gives the paper to a transport sergeant who delivers it to Records where it gets manually entered into the jail's information system.
- Bailiffs and court staff come to central records to exchange paperwork during court hours. This movement of paperwork between central records and the criminal courts is the highest volume of circulation.
- SFPD officers must often access warrants in connection with booking arrestees at CJ#1 or for their investigations.
- Visits to the Central Warrants Bureau by police officers is another high volume of circulation and can occur at any time.
- The general public requires access to service windows 24/7.
- Professional visitors require access to separate service windows from the public 24/7.

### **A.8: Policies and Procedures**

- Five years worth of archived records will be maintained on site with two years stored at CJ#5; the latter can be retrieved during otherwise scheduled trips.
- There are civilians who don't have online access to records but are authorized with clearance to look at a printed record.
- Records is required to keep a hard-copy record with original signatures, fingerprints and court embossment of everything kept electronically.

### **A.9: Operational Safety and Security**

- Provide secure separation of public and staff work areas at service windows.
- Provide for the secure storage of the bureaus' as well as the deputies' personal weapons. See requirement for gun lockers, below.
- Provide supervisor oversight and transparency in the collecting, counting, and delivery of cash.
- As a 24/7 operation, the safety of civilian staff coming on and off shift during nighttime and early morning hours needs to be considered.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

The following are design objectives for this area:

- Replacement space for these office functions should meet current city space standards.

### **B.2: BSCC (and other) Standards and Guidelines**

- No BSCC standards apply.
- Access to CLETS is restricted to authorized personnel – and even then for authorized purposes only.

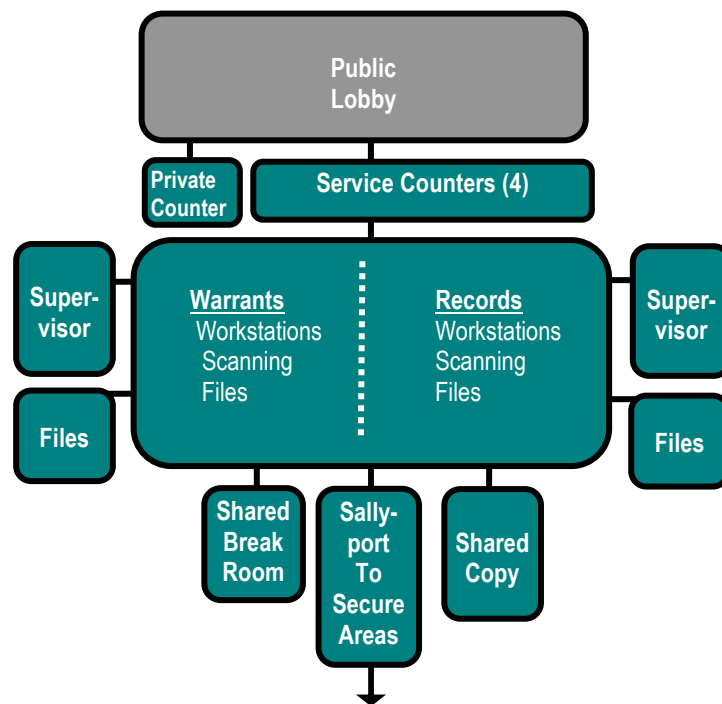
### B.3: Flexibility

- The service windows and private counter can be shared by Records and Warrants.

### B.4: Location and Spatial Relationships

- Locate public service windows along a common wall with the Public Lobby.
- Provide an enclosed private counter for justice agency representative and ADA use. It should be accessed from the public lobby but separated from it by a door.
- Provide a degree of physical separation between Central Records and Warrants for group identity by means of a low, moveable partition.

Central Records and Warrants Relationships



### B.5: Safety and Security

- The wall between the public lobby and the service windows will be resistant to forced entry and ballistic threat.
- The entry door from the lobby will be electronically controlled by staff with video monitoring by staff and intercom communications.
- The customer door to the private counter will be electronically controlled from the staff side of the counter, with video monitoring by staff and intercom communications.

## **B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

### **Furnishings and Fixtures**

#### **Moveable Furniture**

- Central Command/Supervisor's Office: "L" work surface, executive chair, drawer pedestal, pencil drawer, freestanding safe.
- Central Warrants Bureau Command/Supervisor's Office: "L" work surface, executive chair, drawer pedestal, pencil drawer.
- Workstations: L-shaped work surface, task chair, drawer pedestal, pencil drawer, partitions only as and if needed to support work surface (allow face-to-face contact between staff).
- Central Records' Group Office: (2) bookcases
- Supply Storage: combination printer/fax/scanner machine
- Break Room: table and chairs for 6.

#### **Telecommunications**

- Access to county and law enforcement networks including Citrix, CLETS, JMS, CMS, and Internet from all offices, workstations, service windows, and the private counter.
- Radio base station.
- A printer hard-wired to the CLETS system (data from CLETS prints automatically in response to queries).

#### **Plumbing**

- Sink at Break Room counter (with space for microwave and cut-out for refrigerator).

#### **Storage**

- Provide high density storage at file rooms.
- Records generates 6 legal boxes per month, including citations, which are sent to CJ#5 in San Bruno.
- 7 years of archived records are kept at a contractor's off-site storage facility.



## 2.3-5 Operations Administration

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** This area accommodates the administrative, command, and control functions for this facility only.

**Phasing:** Future expansion of inmate bed capacity in the future will require additional door monitors and controls in central control.

**A2: Future Trends:** No requirements.

#### A3: Days and Hours of Operation

Administration and control are 24/7 functions.

#### A4: Occupants/Users

**Sworn Staff:**

- 1 captain (facility commander)
- 4 lieutenants (watch commanders, one per shift)
- 4 sergeants (one per shift with some overlap between shifts)
- 3 senior deputies
- 2 special assignment deputies
- 2 deputies at central control.

**Civilian Staff:** Sheriff's cadet provides reception and conducts clerical tasks.

**Detainees/Inmates:** Detainees do not access this area.

**Public:** Occasional visits by 1 to 4 people.

**A5: Psychological and Sociocultural Issues:** No requirements.

#### A6: Activities

- Typical individual office tasks.
- Small meetings between two to three people.
- Conferences, meetings and training events of up to 12 people.
- Central control: monitoring of all security and life safety systems, monitoring and control of sallyports and doors between major areas of the facility.

## A7: Circulation Patterns

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

- The primary point of entry (and egress) for deputies and civilian staff into the inmate-occupied areas of the facility is likely to be the sallyport in this area.
- In order of frequency starting with the most frequent, command administrative staff will circulate to:
  - any operational area within the secure perimeter;
  - any operational area on site;
  - other sheriff's facilities on the block.

## A8: Policies and Procedures

- A Sheriff's cadet will greet visitors to administration in the reception area and call the staff member they are visiting who will come to meet them and escort them to the administrative suite.

## A9: Operational Safety and Security

- Administration is a secure area, accessible only to staff or to official visitors with a staff escort.
- Access to central control is controlled from inside the room itself. Emergency access is by key.

## B. DESIGN REQUIREMENTS

**B.1: Design Objectives:** The following are design objectives for this area:

- Sergeants and above are assigned enclosed offices. All private offices are acoustically rated to support confidential conversations.

**B.2: BSCC Standards and Guidelines.** None applicable.

## B.3: Flexibility

- A conference room is located at Administration, and will be available for a variety of functions.
- The conference room will also serve as an incident command post.

## B.4: Location and Spatial Relationships

- The sallyport into inmate-occupied areas should be located such that official visitors can pass through the security-screening station shared with lobby functions.
- Central control will have visual contact with the approaches to the sallyport in this area.
- Staff should have convenient access to the copy, mail, and supply room and report writing area along their customary route to the sallyport into inmate occupied areas. The normal path of travel for staff into and out of inmate-occupied areas should not otherwise go through offices in this area.



- The report writing area will be located convenient to supervisors.

**Operations Administration Relationships**



### **B.5: Safety and Security**

- Access to Administration will be by dedicated staff elevator and stairs.
- There will be a sallyport dedicated to central control.
- The wall, floor, and ceiling envelope around central control will consist of detention-grade security assemblies.

### **B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

#### **Equipment and Systems**

- Conference Room:
  - live internal feed (by selectable CCTV) to one large monitor and live external feed to another;
  - manual, pull-down projector screen
  - multiple telephone lines
  - smart white board.
- Switches and relays are currently preferred to control most functions, but the Sheriff's Department may consider computer-based, touch-screen technology.
- Radio chargers.

## 2.3-6 Staff Support

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** Staff support provides areas that enable staff to perform their essential functions, including:

- Shift briefings.
- Tactical command operations.
- The distribution of keys and equipment each shift and for incident response.
- Maintain fitness and health.
- Lockers, showers, and rest rooms.
- Sleeping quarters after being held over for an additional shift or when an emergency prevents travel home.
- Dining.

**A.2: Future Trends:** None identified.

**A.3: Days and Hours of Operation:** 24 hours per day, 7 days a week.

#### A.4: Occupants/Users

**Sworn Staff:** Peak activity will be at shift change, when approximately 80 or more deputies would be passing through the area on the way to and from their posts.

**Civilian Staff:** Up to 45 at shift change.

**Detainees/Inmates:** Detainees do not usually access this area, but do perform janitorial services; thus, these areas must be protected by a secure perimeter.

**Public:** The public does not normally access this area.

**A.5: Psychological and Sociocultural Issues:** The functions in Staff Support have a dual mission of supporting essential function and serving as amenities to foster morale and retain staff.

#### A.6: Activities

- Activities occurring in the course of a typical shift include:
  - changing between civilian clothing and duty uniform before and after shifts and changing soiled uniform garments during a shift;
  - shift briefings;
  - distribution of keys and equipment;
  - aerobic exercise and resistance/weight training;
  - storing and preparing staff's own food; eating.

- The sequence of events in response to a security threat or incident are:
  - equipment is issued from tactical equipment & safety room;
  - responding deputies go their locker room to suit up;
  - when ready, deputies go to a staging area (e.g., staff dining) and wait to be deployed by a command officer in the muster room.
- Deputies will sleep at the jail off-shift when it is unfeasible, unsafe, or impossible to return home.

### **A.7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section.

- Staff movement leading up to each shift involves a typical sequence: :
  - arrive from staff entrance to locker room;
  - move from locker room to muster room;
  - receive keys and equipment on way to sallyport;
  - enter inmate occupied areas to take post.
- Following each shift staff will: :
  - exit inmate-occupied areas through the sallyport;
  - return keys and equipment;
  - go to the locker room;
  - proceed to the staff entrance to leave the facility.
- A large volume of staff will return from their posts during the course of their shifts to staff dining for breaks and meals.
- Staff will typically come from and return to a locker room when using the exercise room/gym.
- The sequence of events for responding to an incident in the Activities section above essentially describes the associated movement pattern as well.

### **A.8: Policies and Procedures**

- Keys and equipment will be issued by a sergeant after the shift briefing.
- Deputies assigned to transportation are assigned lockers at this facility.
- About 75 to 100 deputies in the ESU are assigned two lockers.
- Deputies and civilian staff will share the staff dining room.

### **A.9: Operational Safety and Security**

- Providing staff a place to sleep promotes their safety by providing respite in lieu of traveling home after working additional hours.
- Providing direct access (via a sallyport) to inmate-occupied areas of the facility from the vicinity of staff dining helps minimize response time to an incident.

## B. DESIGN REQUIREMENTS

### **B.1: Design Objectives**

The following are design objectives for this area:

- Foster casual interaction between all staff groups operating in the facility (deputies, medical, kitchen contractor employees, etc.) to promote familiarity that will enhance their work together.

**B.2: BSCC Standards and Guidelines:** As applicable.

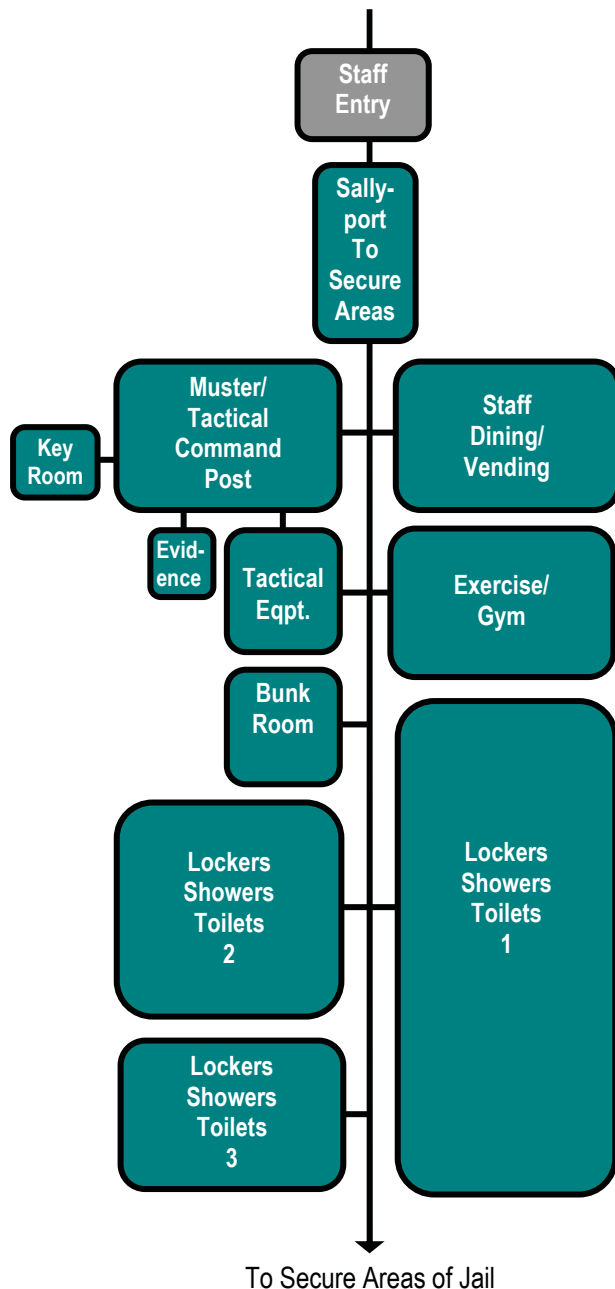
### **B.3: Flexibility**

- The muster room can serve as a tactical command post when needed.
- Staff dining can be used for staging the tactical team in response to an incident.
- Providing three locker rooms of different sizes provides a number of options for adjusting to changes in the proportion of male and female staff.

### **B.4: Location and Spatial Relationships**

- Staff Support is located inside the secure perimeter with an inner security line between it and inmate-occupied areas.
- Access from Staff Support to inmate-occupied areas will be through a sallyport.
- The spatial organization of the locker rooms, muster room, key room, and tactical equipment & safety room should support the high-volume circulation patterns associated with staff coming onto and off of their shifts with minimal back-tracking or congestion.
- Staff Dining: locate to allow natural light and view, if possible, with proximity to the sallyport providing access to inmate-occupied areas.
- The exercise room/gym should be in close proximity to the locker rooms, possibly with direct access from one or two of the locker rooms.
- The tactical equipment & safety room, locker rooms, and staff dining should be located for an orderly flow of tactical teams preparing to deploy with minimal back-tracking or congestion.

Staff Support Relationships



**B.5: Safety and Security**

- The pedestrian sallyport is operated by central control.
- Tactical Equipment & Safety Room, Key Room, and Evidence Closet: wall, ceiling, floor, and door assemblies constituting the envelope for these rooms should provide 20-minute resistance to forced entry. Keys or access authorization for these rooms limited to supervising sergeants and above.

## **B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

### **Moveable Furniture**

- Tactical Equipment & Safety Room: extra air packs, striker chair.
- Exercise Room/Gym:
  - tread mill;
  - elliptical machine;
  - weight bench and free weights;
  - universal machine.

### **Power**

- Power is to be provided to lockers for equipment chargers.

### **Telecommunications**

- Muster:
  - live internal feed to one selectable CCTV monitor and live external feed to another;
  - multiple telephone lines.
- Staff Dining: repeater if necessary for cell phone reception.

### **Plumbing**

- Estimated fixture counts in the Shower/Toilet Rooms are shown in the space list in Appendix 6.1.
- Staff Dining: sink in stainless steel work counter.

### **Outdoor Use Areas**

- A staff patio serving the staff dining room is desirable but not mandatory. If included, it will have to be developed in a manner that maintains the integrity of the secure perimeter.





## 2.3-7 Central Programs

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

Description: Programs will be provided to inmates at a both centralized classrooms and classrooms adjacent to or within the housing pods. Requirements for spaces in and adjacent to the housing pods are discussed in the Housing chapter. This chapter provides requirements for the centralized program areas, including:

- shared support spaces;
- office and work space for education managers and teachers;
- academic, vocational, and specialty classrooms;
- office and support space for non-academic program coordinators.

**A.2: Future Trends:** Specific programs offered will change with the evolving needs of inmates, funding opportunities, and so on.

**A.3: Days and Hours of Operation:** Academic programs operate 8 am to 2 pm. Non-academic programs operate from 2 pm to 9 pm.

#### A.4: Occupants/Users

**Sworn Staff:** 1 deputy, per staffing study.

**Civilian Staff:**

1 principal

1 operations coordinator

5 support staff

4 teachers during class hours (1 per classroom, not including those at housing pods)

4 program coordinators

4 providers during non-academic program hours.

**Detainees/Inmates:** up to 144 in groups of 24 in 6 classrooms (not counting those at housing pods).

**Public:** The public does not generally access this area.

**A.5: Psychological and Sociocultural Issues:** None identified.

#### A.6: Activities

- During day shift the classrooms will tend to be used by education providers; during evenings they will be used for non-academic programs like substance abuse.
- Computer classes and computer-based and online instruction of other topics.

- Vocational programs will be offered that have potential for skills acquisition and employment. Specific programs will be defined at a later design phase (and will identify their infrastructure requirements). Programs under consideration include culinary training, certificate programs for construction or automotive service and repairs; bicycle repair; preliminary truck driving, plumbing, and electricity.
- Distance learning with educational and other jail facilities.

### **A.7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

- There will be movements of up to 144 inmates, sometime hourly, between housing pods and classrooms as well as among classrooms in this area.
- Managers and providers will make intermittent trips between support offices and classroom areas.
- Staff will circulate through inmate-occupied areas to the extent necessary to assure security.

### **A.8: Policies and Procedures**

- Some programs begin in the replacement jail and continue after release (in another location).
- Education providers need 25 students per class for 5 hours a day to optimize ADA funding.
- Culinary programs can be provided at the old main kitchen or culinary classroom at CJ #2, or in the new kitchen in the replacement jail (or both).
- Sheriff's Department program staff can share copy/supply with contractors and academic program providers.
- Two program coordinators can share an enclosed office.
- Law and recreational library programs will be handled like commissary services, with an electronic catalog and request system.

### **A.9: Operational Safety and Security**

- The principal and operations coordinator need to be able to secure academic program assets in locked offices.
- Non-academic programs will be able to secure program assets in locking cabinets in their open office area.
- Classrooms will be supervised by a deputy when inmates are present.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

The following are design objectives for this area:

- Provide the ability to fill program sessions with inmates when it is unlikely that two adjacent housing pods would supply enough inmates (the centralized classrooms can draw eligible inmates from all housing units).
- Provide excellent visibility by custody and program staff into all program areas.
- Provide acoustic treatment at classrooms, interview rooms and multi-purpose rooms.

**B.2: BSCC Standards and Guidelines:** No special requirements.

**B.3: Flexibility**

- Classrooms should be capable of supporting a broad range of programs.
- The vocational classroom may get specialized improvements for particular programs to be changed as programs changes.
- The computer classroom may be the only permanent, specialized classroom.

**B.4: Location and Spatial Relationships**

- Locate program offices in a staff zone and classrooms in the inmate zone. The offices do not necessarily have to be with the classrooms.
- The custody staff school post should be centrally located among the classrooms and have as much direct visual contact into them as is feasible. It should also observe main circulation paths from the elevators into the area
- See diagram on following page.

**B.5: Safety and Security**

- Provided by the custody staff school post and general camera coverage.
- Provide maximum direct visual contact with all inmate-occupied areas from adjacent corridors.

**B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

**Power**

- Computer Classroom: power for 24 computers.

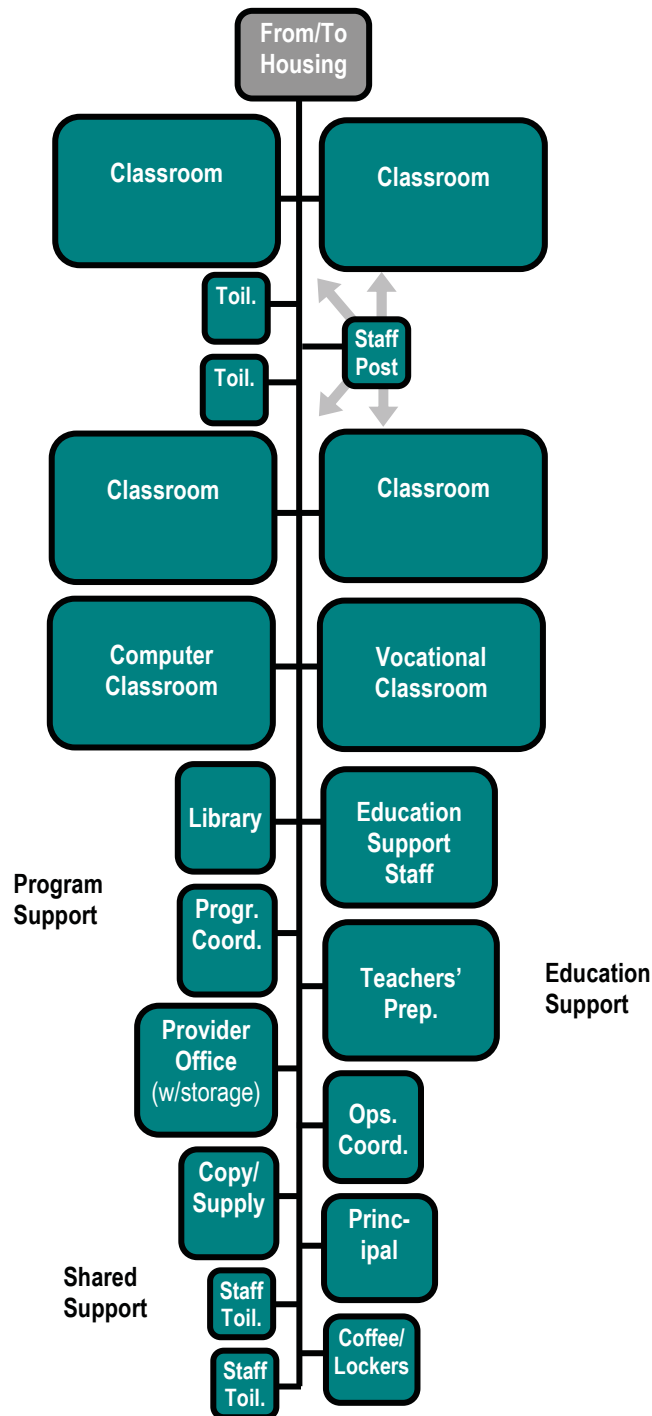
**Lighting**

- One lamp in each classroom to remain illuminated at all times.

**Telecommunications**

- Computer classroom: network access for 24 computers.
- All other classrooms (including those at housing pods): network access for 4 computers.
- Vocational classrooms may require additional infrastructure to be identified during design.

Central Programs Relationships



Note: locked door between inmate- and staff-occupied areas.

## 2.3-8 Medical & Mental Health

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** Jail Health Services, a division of Public Health provides acute, urgent, and chronic medical care, mental healthcare, and dental services to the inmate population.

- Screening of inmate medical conditions plus exam and treatment procedures.
- Dental services
- Medication receiving, dispensing, and delivery to housing units.
- Mental health evaluations and counseling.
- Note that respiratory isolation cells may be located in one of the special housing units adjacent to the medical area and not in the medical area itself. This is so that a housing deputy can provide 24-hour custody supervision but it will require regular visits by medical staff to provide medical care.

**Phasing:** No special requirements

#### A.2: Future Trends

Telemedicine will lead to the ability to provide more procedures on-site. Rehabilitation services with physical and occupational therapy has been discussed as a future service. Orthopedics, which has a high volume sent out of the facility, but is currently not economical to provide has also been discussed. Services could expand if non-sentenced detainees can be reimbursed by Medi-Cal.

#### A.3: Days and Hours of Operation

Most clinical operations occur during the day shift, with four nursing staff on duty at all times.

#### A.4: Occupants/Users

**Sworn Staff:** 1 deputy

**Civilian Staff:** Jail Health Services staff includes:

3 clinicians

4 psychologists

3 nurses

1 clerk

1 nurse manager

1 dentist

1 dental technician

2 pharmacy personnel

1 medical technician

3 porters (medical janitorial staff)

**Detainees/Inmates:** Holding capacity is 20

**Public:** None

**A.5: Psychological and Sociocultural Issues:** Clinical staff work to maintain patient privacy within the competing objective of a secure environment.

### **A.6: Activities**

- Inmate waiting (holding cells);
- Medical evaluation, testing, and treatment;
- Mental Health evaluation, testing, and treatment;
- Dental services;
- Pharmaceutical receiving, dispensing, and distribution to nursing staff in this area and to the housing units;
- Medical charting, records storage, and staff management.

### **A.7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

#### **Outpatient Services Area**

- Inmates are brought to holding cell by movement deputies to await medical services.
- Inmates returning to facility from off-site medical services are often routed through medical for screening prior to being returned to their housing unit.
- Nurses evaluate complaints, take vital statistics, and provide treatments at the nurses station before inmates are seen by clinicians.
- Inmates are moved from holding cells to exam rooms, treatment room, interview room, and dental suite for medical services.
- Inmates are returned to holding cells to await movement deputies to return them to their housing pod.
- Specimens are moved from the patient toilet treatment room, and exam rooms to the laboratory.

#### **Medical Support Area**

- No inmates have access to this portion of the suite.
- Medications are received into the pharmacy work room, via the freight elevator, from the main pharmacy at CJ #5.
- Manual and automatic dispensed medications are loaded onto delivery carts for distribution to the housing units.

### **A.8: Policies and Procedures**

Telemedicine services to be available in all treatment and exam rooms.

### **A.9: Operational Safety and Security**

- Custody staff provide security within the medical unit whenever an inmate is present.
- A deputy controls all inmate movement within the medical unit.
- Night shift nurses take care of medical emergencies, leaving the medical unit to go to housing units to provide services.
- Restraint chair to be used when inmate attempting to harm himself.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

The following are design objectives for this area:

- Provide outpatient urgent and chronic medical care for inmates of the jail.
- Through discharge planning, help inmates find and utilize continuing medical, mental health, and social programs after they return home.

### **B.2: BSCC Standards and Guidelines**

In addition to the key standards and guidelines from Titles 15 and Title 24 for correctional facilities, the Medical & Mental Health area is governed by regulations administered by OSHPD, Health and Safety Code (H&S) Section 1200.

### **B.3: Flexibility**

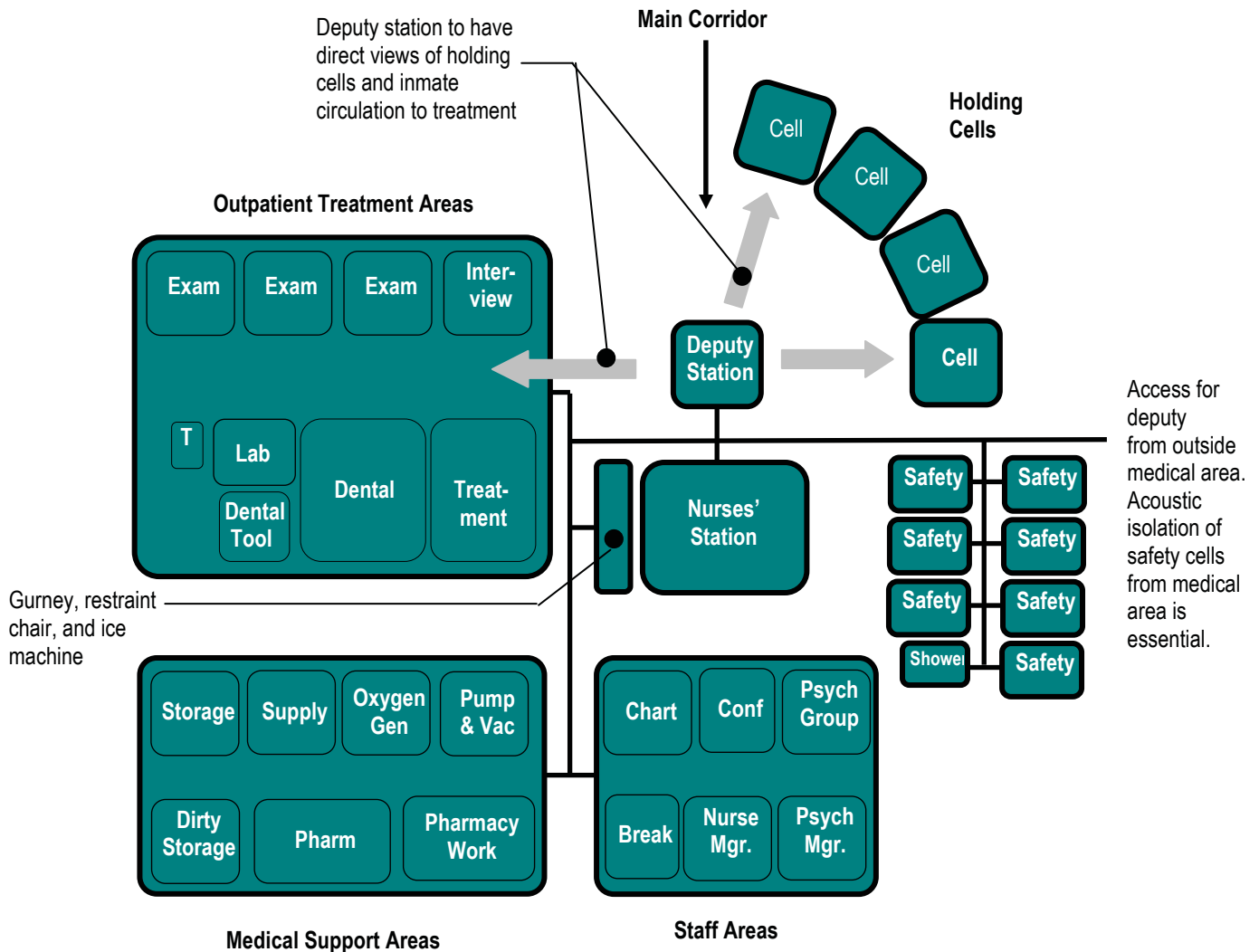
If the necessary adjacencies can be achieved, control and observation of safety cells shifts from the deputy posted at Medical & Mental Health to the deputy posted to the Med/Psych – Sub Acute housing pod when the Medical & Mental Health area has no inmates and its deputy station is unmanned.

### **B.4: Location and Spatial Relationships**

- The deputy station must have direct visual control of entrance, holding cells, nurses station, and entry into rooms inmates occupy in the outpatient area.
- The nurses station is to be near the main entrance, in direct view of the deputy station, to have operational control of all inmate processing, exam, and treatment areas.
- Gurney and restraint chair storage/staging area to be located near main entrance and close to the nurses station.
- An ice machine must be located adjacent to the nurses station.
- It is highly desirable to locate safety cells acoustically isolated from medical support and staff areas and adjacent to the Med/Psych – Sub Acute pod.

- Medication pass through to be provided between the pharmacy and work room for secure passing of medications from pharmacist to the nurses delivering them.
- Staging for four to five carts to be locate near the pharmacy work room.
- Staff offices, medical records, charting, copy & supply, coffee, lockers and staff toilets are grouped together.
- The jail's safety cells should be located close or adjacent to the medical unit, for the convenience of medical staff who provide frequent checks. However, the medical area must be isolated from the noise that can be generated in the safety cell area.

**Medical & Mental Health Relationships**





### **B.5: Safety and Security**

- If the needed adjacency can be provided, provide secondary view panels from the Med/Psych – Sub Acute pod to the safety cells for use by the housing pod deputy.
- Pharmacy has special locking and access requirements to secure medications.

### **B.6: Additional Design Requirements**

There are no additional requirements specific to this function beyond those described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards.



## 2.3-9 Housing Pods

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

##### Description:

- The housing pods and units in this jail are intended to accommodate primarily inmates displaced from County Jails #3 and #4 in the Hall of Justice. These are mainly higher risk, pretrial inmates, although by necessity inmate workers will be housed on-site as well.
- This will be a new generation jail, with inmate management by direct supervision except in the highest security pods which will have an enclosed officer post.
- There will be two generically different types of pods: 32-cell pods with mezzanines (mostly for general population) and 16-cell pods that are single level (for special population classifications that account for smaller groups or where the inmates cannot climb stairs to a mezzanine). Refer to the table on the next page that lists the types of pods and how they may be utilized to accommodate needed classifications. There is also a series of diagrams that illustrates the allocation of pods. (Note that the table and diagrams represent relationship requirements at the level of need identified by the Sheriff's Department; test fit plans – and later designs – may vary.)
- Some pods of each type may be subdivided into smaller sub-pods. They will be dedicated to "special needs" inmates who are described in more detail below.
- Pods are intended to be largely self-contained with most services provided at the pod and limited needs for inmates to move to services away from the pod (in-person visiting, specialized classes or other programs, and medical services beyond triage are the exceptions). Therefore, most inmate daily activities will occur at the pod.
- Each pod will have dayroom space (with tables and seats, televisions, telephones and access to video-visiting booths, showers, interview rooms, an officer station and an outdoor recreation yard. It will either have a multi-purpose room or, if it is a smaller pod, will have secure access to one. All but the smaller pods will have direct access to a classroom that will be shared with an adjacent pod.
- Pods are paired to allow the possibility that deputies may be able to have direct access to the adjacent pod (which would, in turn, allow the option of one deputy supervising two pods at night when inmates are locked in their cells) and so that classrooms and perhaps other support spaces can be shared.
- Most cells will have two bunks and typically accommodate two inmates; however, there are likely to be a number of single cells for inmates who need to be housed alone. Note that single and double cells are the same size and all singles could have a second bunk installed initially or added later. Refer to the table below for the anticipated number of singles and doubles – and the units where they will be needed. It is important to recognize that BSCC policy does not require direct supervision jails to provide single cells (as it does for linear jails); still SFSD is targeting approximately 10% for singles.
- All cells are furnished with a bunk, wall-mounted desk, storage space, and one seat. All cells are wet – with a combination toilet, lavatory and drinking fountain.

**Phasing:** The jail will be planned to be able to add more housing units (pairs of pods) of a similar design. Depending on the number of units accommodated in the first phase, and the level of growth in demand (if any), two, four or six pairs of pods might be added in a future phase.

**A.2: Future Trends**

- Reentry is a relatively new concept that may grow in the future. It requires a high level of program involvement, including interview space that should be accommodated in the current plan.

**A.3: Days and Hours of Operation:** Housing pods are in use 24/7.

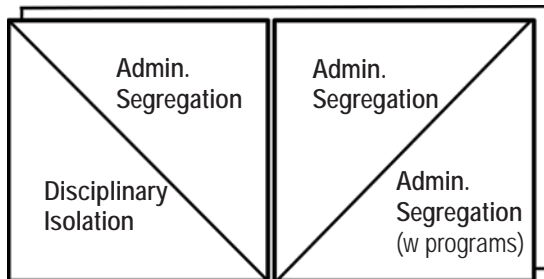
Table 1: Special Housing Units

**A.4: Occupants/Users**

Pod Number	Inmate Classification	Est. Pop.	Singles	Doubles	Total Beds	# of Pods	Pod Allocation	Program Access	Comments
<b>Mezzanine Pods</b>									
<b>Pods M1 &amp; M2</b>									
M1a	Disciplinary Isolation	32	3	13	29	0.5	1/2 mezzanine pod	None	
M1b; M2a & b	Administrative Segregation	79-94	9	39	87	1.5	(3) 1/2 mezzanine pods	Limited in (2) 1/2 pods; direct in (1) 1/2 pod	Civil commitments in singles
<b>Pods M3 &amp; M4</b>									
M3	Psych - "Communal"	52	0	32	64	1.0	Full mezzanine pod	Direct access	Can live & program together
M4a	Gang Drop-Outs	20-30	0	16	32	0.5	1/2 mezzanine pod	Direct access	
M4b	Transgender	14-16	3	13	29	0.5	1/2 mezzanine pod	Separate (own) access	Some in singles
	Subtotals		15	113	241	4.0			
<b>Single Level Pods</b>									
<b>Pods S1 &amp; S2</b>									
S1	Med/Psych - Sub-Acute	± 24	4	12	28	1	Single level	Direct access	Incl. respiratory isolation; adjacent to Med-Psych clinic
S2	Psych - Hard to Manage	32+	3	13	29	1	Single level	Limited access	Adjacent to Med-Psych clinic
<b>Pods S3 &amp; S4</b>									
S3	House Alones	16	16	0	16	1.0	Single level	Limited access	
S4a	Super Max	8	8	0	8	0.5	1/2 single level	None	
S4b	Sexually Violent Predators	± 5	8	0	8	0.5	1/2 single level	Separate (own) access	
	Subtotals		39	25	89	4			
	<b>GRAND TOTALS</b>		<b>54</b>	<b>138</b>	<b>330</b>	<b>8.0</b>			

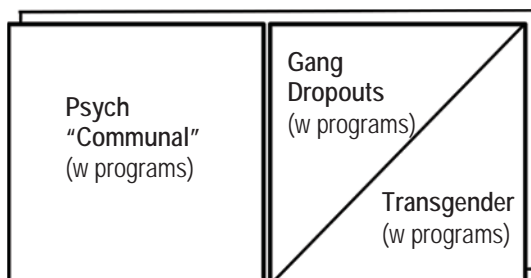
Special Housing Pod Allocation Diagrams

Mezzanine Pods



M1 (a & b)

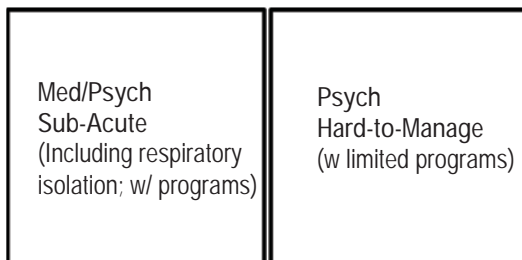
M2 (a & b)



M3

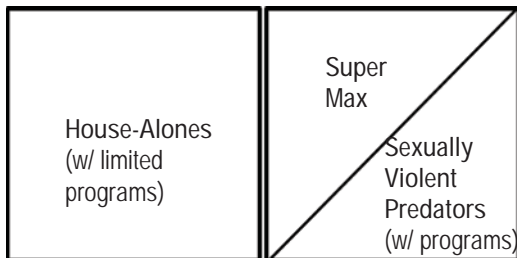
M4 (a & b)

Single Level Pods



S1

S2



S3

S4 (a & b)

**Sworn Staff:** In general population housing, typically one officer is present at all times. In higher security pods, one officer may be in an enclosed control station while another officer does cell checks and/or provides direct supervision; inmates in these pods are escorted by a minimum of two deputies. Classification officers and others may visit a pod to interview an inmate.

**Civilian Staff.** Teachers, counselors, program providers including clergy and volunteers.

**Detainees/Inmates:** In general population pods, up to 64 inmates, with smaller numbers in specialized pods. Inmate classifications that will be in special housing pods include the following:

- **Disciplinary isolation.** there has been a violation of jail rules or law that has been adjudicated with a process
- **Super max.** High-profile, violent offenders.
- **Administrative segregation.** Must be housed separate from the general population for safety and security reasons. Includes civil commitments except SVPs described below.
- **Med/psych sub-acute.** Patients have limited mobility and/or require an additional level of medical and/or psychiatric care but are not difficult to manage. Medical respiratory isolation cells are located in this housing pod and not in the medical area itself. This is so that the pod deputy can provide 24-hour custody supervision (but regular visits by medical staff will be required to provide medical care).
- **Psych - communal.** Patients have psychiatric issues but can get along with others.
- **Psych - hard to manage.** Pose serious behavioral and security challenges and cannot be mixed with others in housing or programs.
- **Gang dropouts.** Former gang members who would be in danger in the general population; however, they can live and program together.
- **House-alones.** Inmates who cannot get along with, or be trusted to be together with, another inmate.
- **Sexually violent predators (SVP).** A type of civil commitment that is small in numbers and have to be kept separate from other inmates. SVPs have already served their criminal sentence so require access to all programs and amenities.
- **Transgender.** Vulnerable population who cannot be in general population.
- **Safety cells.** These are for short-term detention and are part of the medical area (not a housing unit) as they are highly supervised.

**Public:** Members of the public are not allowed to access housing areas. Exceptions may be private attorneys or others who are officially designated to interview inmates. Such interviews may take place in the central visiting area or the housing pod interview rooms.

### A.5: Psychological and Sociocultural Issues

- Recent research suggests that it is desirable to maximize access to natural light, limit night lighting and noise (to reduce sleep disruption), and provide views of nature (or of photographic representations of nature) in order to reduce stress.
- Classification and assigning inmates to housing pods based on compatible characteristics and avoiding incompatibility is an important element in maintaining the manageability and safety of all inmates.

### **A.6: Activities**

- Inmates carry out a range of activities related to daily living including eating (in the dayroom except for higher-risk, who eat in their cells), sleeping, active and passive recreation, reading, writing, participation in programs, receiving medical care and counseling, watching television, personal hygiene, video visiting, use of telephone, housekeeping, and the like. Group educational and program activities would take place in the dayroom, classroom, and multipurpose room; individual study can take place at the video visiting carrels; this may include distance learning with educational and other jail facilities.
- Haircuts would be given in the dayroom in a “hygienic” location, away from group activities.
- Staff conduct typical duties including directing and controlling the pod environment, observing and managing inmate behavior, directly interacting with inmates, monitoring activities, clearing inmates to leave the pod, admitting them back into the pod, counts, cell checks, overseeing distribution of food, laundry and supplies, making announcements, keeping records, and the like.

### **A.7: Circulation Patterns**

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

- Because so many services are provided at the housing pod, inmate movement off the pod will generally be limited to going to court, medical (for specialized treatment), visiting, and specialized classes and programs.
- Food, clean laundry, commissary, library books, and other items will be moved to the pod and trash and dirty laundry will be moved off the pod.
- Teachers, counselors, volunteers, nurses, and others will come to the pod to provide services.
- Emergency response teams will enter the pods when needed. They require a means to enter that cannot be blocked (a pod-take-over passageway or door).

### **A.8: Policies and Procedures**

- Classification officers determine appropriate housing assignments for all inmates.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

The following are design objectives for this area:

- Staffing efficiency is a primary goal of the design.
- Maximize visibility by staff into all areas of the housing pod, including interiors of cells, program spaces and recreation.
- Prevent suicide attempts by eliminating the means and any unobserved locations.

## B.2: BSCC (and Other) Standards and Guidelines

The following is a brief summary of key standards and guidelines from Titles 15 and Title 24 that apply to this area.

Double- and single-occupancy **cells** shall:

- Have a maximum capacity of either one or two inmates.
- Contain a minimum of 70 square feet of floor area in Type II facilities.
- Have a minimum clear ceiling height of 8 feet and a minimum width of 6 feet.
- Contain a toilet, wash basin and drinking fountain.
- Contain one or two bunks, a desk and seat.

**Dayrooms** or dayroom space shall:

- Contain 35 square feet of floor area per inmate.
- Contain tables and seating to accommodate the maximum number of inmates allowed access at a given time.
- Provide access to toilets, wash basins and drinking fountains.
- Provide access to showers.
- Be provided to all inmates (except those housed in special use cells);
- Dayroom space may be a part of a single occupancy cell used for administrative segregation, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.

An **outdoor exercise area** or areas must be provided in every Type II facility.

- Inmates shall have access to 3 hours of recreation distributed over 7 days.
- The minimum clear height must be 15 feet and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet and dividing the result by the number of one-hour exercise periods per day.
- There must be at least one exercise area of not less than 600 square feet. The design shall facilitate security and supervision appropriate to the level of custody.
- The exercise area must contain or provide free access to a toilet, wash basin and drinking fountain.

In addition to (or elaborating on) Title 24, the **ADA** Accessibility Guidelines and regulations by the Division of the State Architect requires the following:

- 2% of cells must be accessible.
- There must be accessible accommodations for inmates in every classification. Since it is not known which classifications will be located in which pods, every pod should have at least one accessible cell and shower (as well as access to all other facilities including but not limited to tables, phones, video visitation monitors, TV watching areas, medical and counseling rooms).
- The number of ADA cells required in each pod will be determined by the authority having jurisdiction.



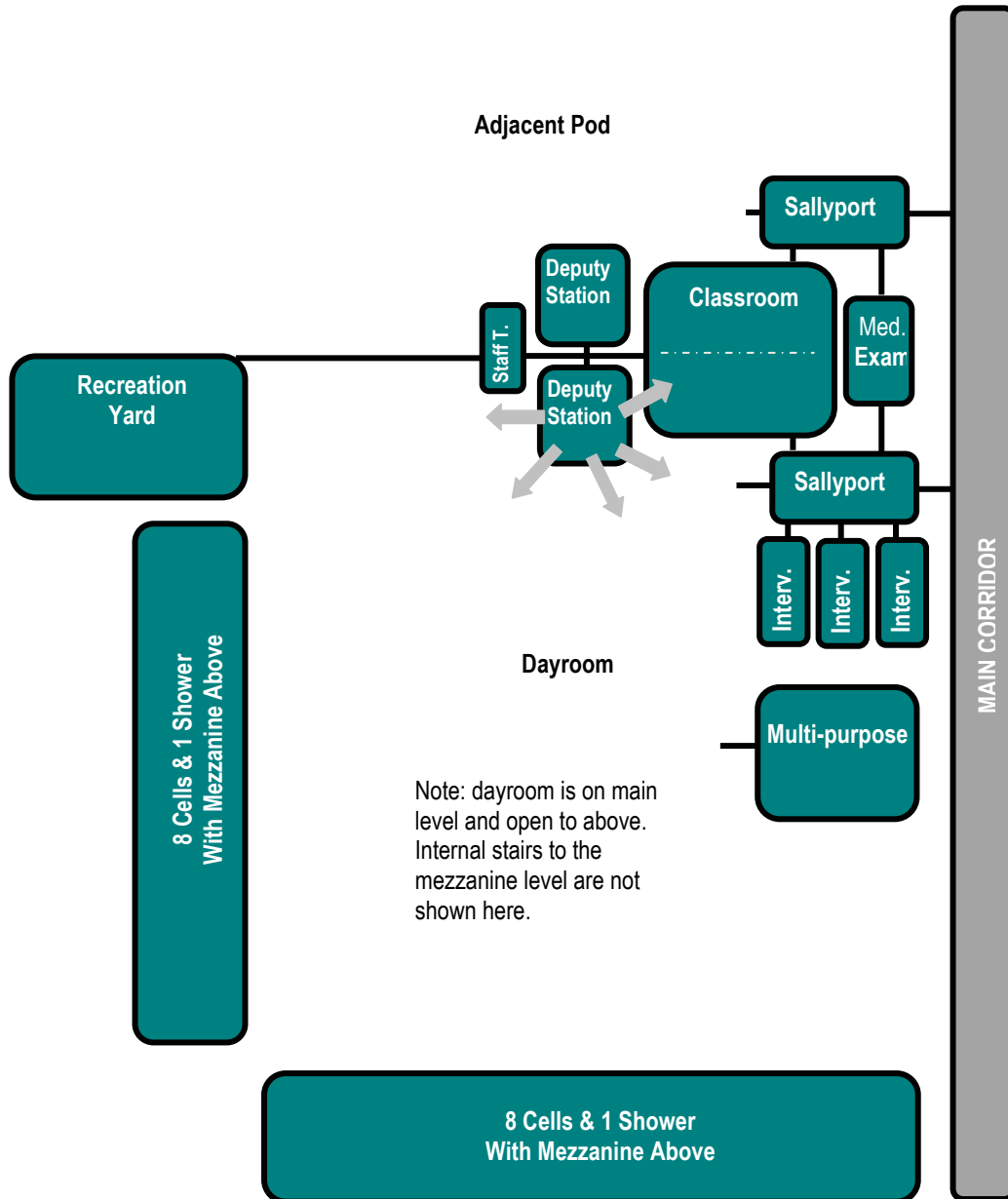
### **B.3: Flexibility**

- Maximum flexibility to accommodate inmate of various classifications is highly desirable. The more similar each pod is, the more flexible it will be. Making all cells of a higher security design will also make them more flexible.

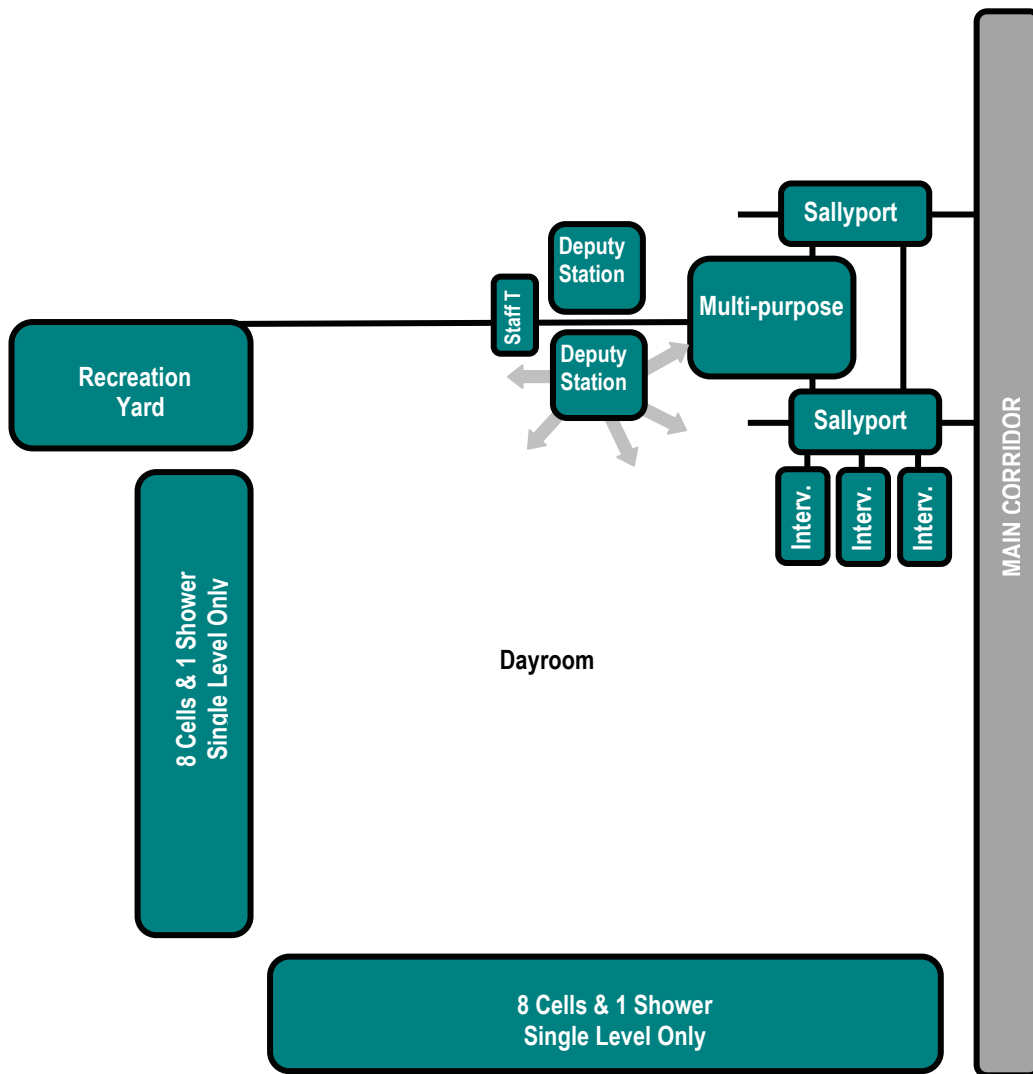
### **B.4: Location and Spatial Relationships**

- The housing pod deputy must have direct visual contact with all areas in the pod, including as much as possible into the interior of each cell. The deputy must also have direct visual contact from the staff post into each classroom and multi-purpose room.
- If feasible, pairs of pods can share a single medical exam room; it should have direct access from each pod.
- Locate interview rooms and classrooms adjacent to the housing pod sallyport so they can be accessed by individuals from other pods if necessary.
- The multipurpose room will be accessed from the dayroom.
- A custodial closet will be located on each level of each housing pod.
- A utility corridor will be located along the outside wall of cells so that maintenance staff can service cell plumbing without entering inmate occupied areas. Glazing in the cell backs and exterior envelope of the utility corridor will provide "borrowed" natural light and view to inmates. The utility corridor will contain and provide access to electrical and security electronics wiring, sprinkler and plumbing shut-offs, HVAC including exhaust fans and other utilities.
- The psych and medical sub-acute units should be located close to the medical area, preferably on the same floor.

Mezzanine Housing Pod Relationships



Single Level/Special Housing Pod Relationships



### **B.5: Safety and Security**

- Mezzanine walkways should be fully glazed to prevent people from jumping or pushing someone off.
- Provide panic alarm buttons in all (non-cell) spaces where staff and inmates could be co-located including classrooms, interview rooms, multipurpose rooms and medical exam rooms.

### **B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

#### **Heating, Cooling, and Ventilation:**

- Each pod to be zoned separately; in mezzanine pods, upper and lower levels to be zoned separately.

#### **Lighting:**

- Each housing pod to have all lighting controls at the deputy station with central control override.
- Multi-level dimming will be provided in each housing pod.
- All cells have night lights on automatic controls.

**Acoustics:** Provide sound absorbing material on ceiling areas and wall surfaces that are out of reach of inmates (specific criteria to be developed at a later stage of design).

#### **Power**

- Power outlets are to be provided at regular intervals and at specific locations as detailed below, such as for housekeeping, hygiene, and maintenance.
- Power outlets are provided for TV's in fixed locations.
- An outlet is provided near the deputy station for cleaning equipment (vacuum or buffer).
- All outlets are switched at the deputy station and overridden from the control room.

#### **Telecommunications**

- An inmate- or sound-actuated audio monitoring/intercom system is provided in each cell and in each room where inmates may be located such as multipurpose rooms and the recreation yards.
- Inmate-accessed, collect-only phones are securely mounted in the dayroom. Provide one phone for every eight ± inmates (16-cell pods have 2 phones; 32-cell pods have 4 phones). Phones should be placed 3 or more feet apart. Provide stainless steel backing from the floor to 18 inches above the phones running the full width of the phone bank to prevent damage. Acoustic material should be installed above this level.
- Inmate-accessed video visiting monitors are securely mounted in the dayroom and interview rooms in the number indicated on the space list in Appendix 6.1.
- Cable outlets are provided for TV's in fixed locations.

## Plumbing

- Showers are provided as required by standards. The number and location of ADA accessible showers will be determined by the Authority Having Jurisdiction (see space list in Appendix 6.1 and other sections of this chapter for further requirements).
- It is preferable to place the shower head so that it is not aimed out into the dayroom.
- Provide detention grade stainless steel obscured view assemblies to secure inmates in shower areas. ADA shower seats to be built-in concrete.

## Other Requirements

Cells have the following characteristics, in addition to those listed above:

- ADA cells contain at least 105 square feet (which allows them to meet criteria for inclusion of dayroom space in the cell). ADA cells have an upper bunk (or the required embeds to attach one) for use by a second detainee able to use an upper bunk.
- Cell doors are controlled within the housing units, with over-ride from central control.

**Pod Deputy Stations** have the following characteristics, in addition to those listed above:

- Stations defined by counter and cabinetry are provided at general population pods, but not in high security pods where they are fully enclosed in detention-grade glazing systems.
- This is a position where the officer can operate controls and write when not moving around the pod. It is not intended to be a stationary or fixed post.
- It is provided with voice and data ports for a phone and computer as well as power.

**Janitor's (Custodial) Closets:** configured with clear space for a mop bucket, vacuum, and other cleaning equipment.



## 2.3-10 Kitchen

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** Food preparation providing utilizing bulk cook-serve with pre-plated portions for CJ#2 and the replacement jail, as well as box meals for CJ #1 (intake) and inmates from CJ #5 appearing at court.

#### A.2: Future Trends

- If the jail is planned for expansion, the kitchen should be planned to support the future potential capacity (the current project includes the space needed to support the on-site population – see below).
- The trend is to incarcerate increasingly serious offenders, making it difficult to find suitable candidates for inmate workers to help operate the kitchen.

**A.3: Days and Hours of Operation:** Two shifts, 7 days per week.

#### A.4: Occupants/Users

**Sworn Staff:** 1 deputy

**Civilian Staff:**

1 food service director

1 assistant food service director

8 cooks (distributed between the shifts)

**Detainees/Inmates:** 12 to 18 inmate workers

**Public:** The public does not generally access this area.

**A.5: Psychological and Sociocultural Issues:** No special requirements.

#### A.6: Activities

- All activities are related to foodservice production, including ordering product, receiving shipments, storage, preparation, holding, tray assembly, heating, serving cleaning of utensils and tray, and disposing of waste.
- It is projected that 4,050 inmate meals and 250 staff meals will be prepared daily, as shown in the table below.
- In addition, culinary classes are anticipated to be conducted in conjunction with inmate workers other duties.

#### A.7: Circulation Patterns

The overall organization of the kitchen should facilitate the efficient movement of product from arrival and storage, through retrieval, preparation and distribution. The following movements need to be taken into consideration:

- food product from the loading dock to the refrigerators, freezers and dry storage;
- food product from refrigerators, freezers and dry storage to preparation, cooking, and baking areas;
- prepared food to the serving/tray preparation line;
- food carts from the end of the tray line to housing pods, Holding/Transfer, and CJ #1;
- waste from food preparation, ware washing, and tray preparation to the waste area and out for disposal.

**Demand for Meals**

Facility	Inmates	Meals
Replacement Jail	640	2,390
CJ#2	400	1,360
CJ#1 (lunch)		200
Court Holding (lunch)		100
Inmate Subtotal	1,040	4,050
Staff Meals (2/shift)		250
<b>Total Meals Served/Day</b>		<b>4,300</b>

**A.8: Policies and Procedures**

- Anticipate female inmate workers in the kitchen, but not at the same time as male inmates.
- Kitchen staff will enter the facility with other staff through security screening (not through the loading sallyport).
- Lockers at the main staff locker rooms will be available to kitchen staff.
- Only civilian staff prepare food for deputies, and separately from inmate workers and the preparation of inmate food.
- Limit the height of storage shelving accessed by inmates to 5 feet by OSHA standards. It is an option to have upper pallet racks accessed by staff if footprint limitations and floor height warrant.
- Tray carts are staged in the ware washing area at end of the shift after cleanup is complete.
- Two years of records are stored off-site.

**A.9: Operational Safety and Security**

- A deputy is always present when inmate workers are in the kitchen.
- Having kitchen staff use lockers at the Staff Support area will reduce opportunities for inmate access to illegal contraband.
- Inmate workers will all be on break at the same time.
- The culinary classroom/Inmate break room can be used to lock down inmate workers during an incident.

**B. DESIGN REQUIREMENTS**

**B.1: Design Objectives:**

The following are design objectives for this area:

- Spatial organization that maximizes the efficiency of the movement of product and people through the process of receiving, storing, retrieving, preparing, portioning, and distributing food product.
- Ware washing in a segregated area.



**B.2: BSCC Standards and Guidelines:** Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 1-8, Sections 113700 et seq. California Uniform Retail Food Facilities Law (CURFFL).

**B.3: Flexibility:** No special requirements.

**B.4: Location and Spatial Relationships:** the following are spatial relationships to consider in the layout of the kitchen:

- Line of site from offices to cooking area and inmate break area.
- Deputy station to have direct visual contact with inmate and service area.
- Having culinary classroom at kitchen enables inmate workers to have instruction and move directly into the kitchen to practice what they have learned and, similarly, inmates can move from the institutional kitchen to classroom to see a demonstration of a preparation technique.
- See diagram on following page

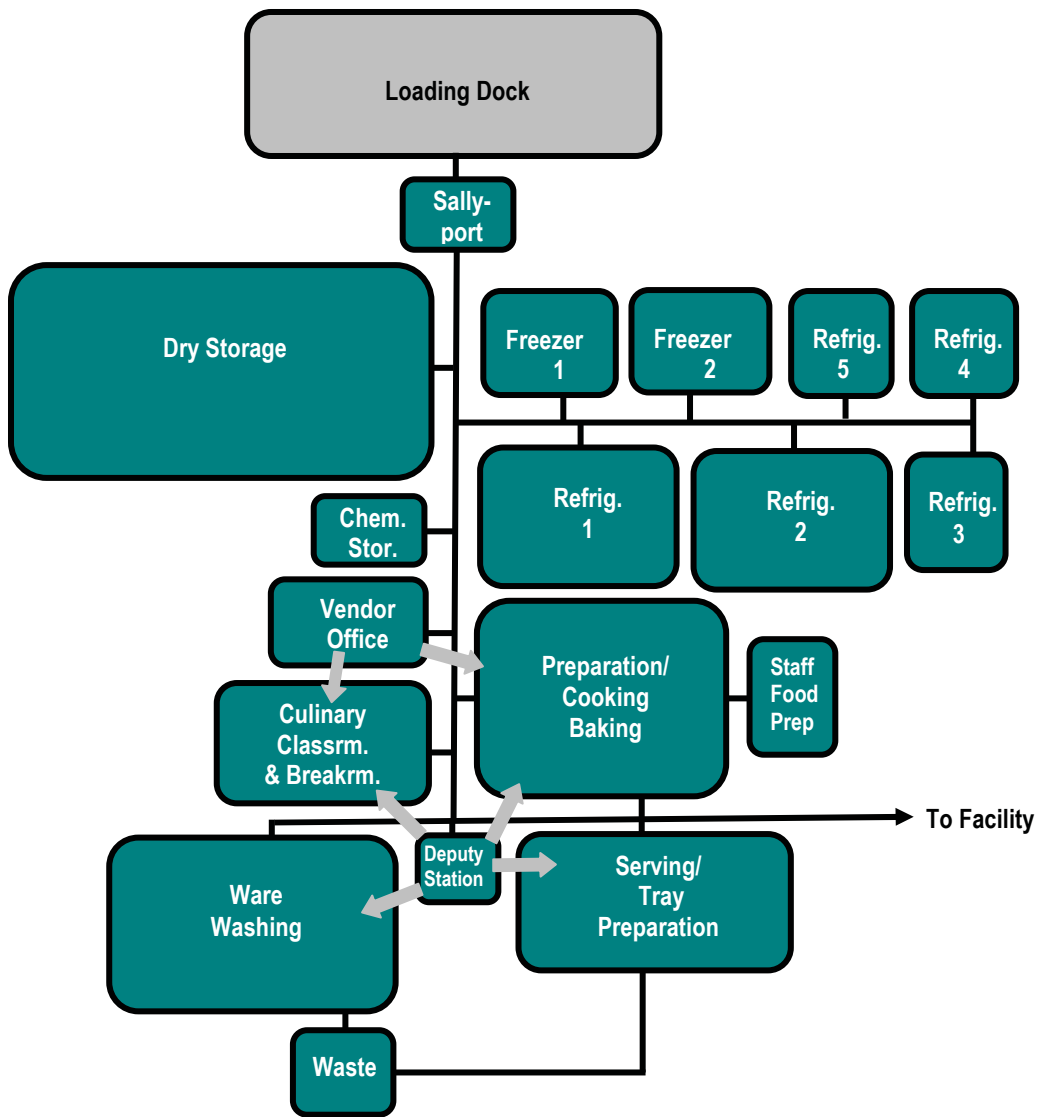
**B.5: Safety and Security**

- Lockable doors to the culinary classroom/Inmate break room.
- Related requirements are described in Operational Safety and Security and Location and Spatial Relationships.

**B.6: Additional Design Requirements**

There are no additional requirements specific to this function beyond those described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish & Equipment Standards.

Kitchen Relationships



## 2.3-11 Laundry

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** The laundry will support the cleaning of inmate clothing and bedding. It is planned to serve the new 640 beds as well as County Jails #1 and #2 plus potential added beds (see Future Trends).

**A.2: Future Trends:** Possible addition of one washer and dryer as well as a third shift.

**A.3: Days and Hours of Operation:** Day and swing shifts, Monday through Saturday.

#### A.4: Occupants/Users

**Sworn Staff:** The area is supervised and the work directed by a deputy.

**Civilian Staff:** None.

**Detainees/Inmates:** The laundry will be operated by inmate workers. Approximately 8 workers will be required for each shift (2 for washing and 6 for drying).

**Public:** It will occasionally be necessary for equipment technicians and vendors to access the area.

**A.5: Psychological and Sociocultural Issues:** No requirements.

#### A.6: Activities

- Receiving and sorting soiled linens, clothing and mattresses from inmate housing.
- Operation of institutional washer/extractors and dryers.
- Sorting and folding cleaned laundry for return to storage and/or housing areas.

#### A.7: Circulation Patterns

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

Soiled and clean laundry will move between the laundry and secure housing areas using carts.

Movement of inmate workers between housing areas and the laundry.

Large pieces of equipment and parts need to be moved in and out of the equipment room periodically; access to a freight elevator is required.

**A.8: Policies and Procedures:** Clothing and linens are provided at intake and exchanged weekly.

### **A.9: Operational Safety and Security**

- Provide the laundry office with a direct view of as much of the laundry area as possible.

## **B. DESIGN REQUIREMENTS**

### **B.1: Design Objectives**

- The spatial organization of the laundry areas should promote efficient work flow.
- It should be easy to gain (secured) access to the rear of each machine for cleaning, maintenance and repair; provide at least 4 feet clear behind all machines.

### **B.2: BSCC Standards and Guidelines:**

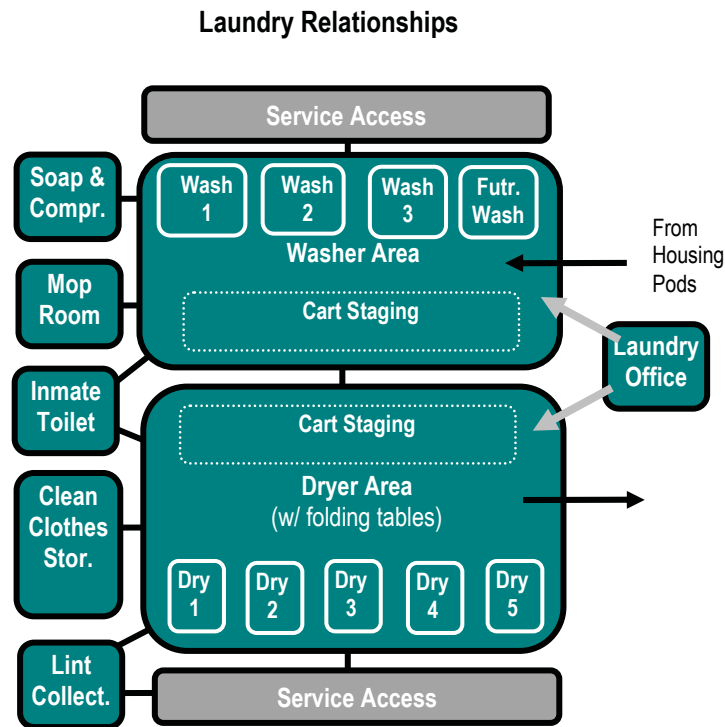
- Clothing Supply: Written policy and procedures shall specify special handling of laundry that is known or suspected to be contaminated with infectious material.

**B.3: Flexibility:** No special requirements.

### **B.4: Location and Spatial Relationships**

- A pathway must be provided for machines with a capacity of 80 to 170 pounds to be brought in and removed from the laundry.
- A convenient pathway, suitable for carts, must be provided between the laundry and the housing units.
- The laundry should be organized according to its workflow:
  - receiving/sorting area, where dirty laundry is received and sorted prior to loading into washers
  - equipment room
  - folding area
- The folding area should have convenient paths for the movement of carts back to secure housing areas and the linen and clothing storage room.
- Cart staging should be accessible from receiving/sorting and folding areas.
- The washing and drying areas should be organized to enable the convenient transfer of wet laundry from washers to dryers.
- Chemical storage should be adjacent to the washer area. A location at the end of the wash line would enable distribution of chemicals directly to the washers.

The diagram on the following page illustrates the internal spatial relationships of the laundry.



**B.5: Safety and Security**

- Chemical and other storage areas to be securely lockable.

**B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 5.2 Finish and Equipment Standards:

**Heating, Cooling, and Ventilation:**

- 100% outside exhaust.
- Venting for dryers through lint collector and then to outside.

**Acoustics:** Equipment generates noise and sound absorbing materials are required on the ceiling.

**Telecommunications:** voice and data in laundry office.

**Plumbing:** Water supply, hot water, and drainage (with trench drain) for washers.

**Other**

- Natural gas for dryers.
- Ozone injection system, dry air compressor, soap and chemical dispensers for washers.

### Other Requirements

- The structure of the laundry area must account for the equipment load and vibration.
- Wall protection is required along cart paths.

## 2.3-12 Receiving, Storage & Maintenance

### A. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

#### A.1: Overview of Functions and Operations

**Description:** This section discusses a group of related but independent facility support services: receiving, warehouse, and maintenance. Their primary purpose is to support jail operations on the entire site, including CJ#1 and CJ#2 – and some of their spaces will be distributed among the three facilities, including staff offices.

Storage areas are intended to provide supplies adequate for two weeks. While much of the storage capacity will be in the new jail, some will be in CJ#2 and a certain amount will be distributed in storage areas at housing pods (generally immediately needed materials, including cleaning supplies, inmate clothing, mattresses, and the like) and on the roof (for items such as filters and belts that are used in maintaining mechanical equipment located in that area).

Commissary, which is operated by a contractor, is packaged off site, delivered to a staging room and sorted for pods.

**A.2: Future Trends:** None identified.

**A.3: Days and Hours of Operation:** Generally a single shift, Monday through Friday. Receiving functions may occur outside of these hours by arrangement. Maintenance staff are on call and require access to maintenance facilities on demand 24 hours per day, 7 days a week

#### A.4: Occupants/Users

**Sworn Staff:** a deputy manages the main storage area; custody staff may also escort inmates to or from area to work or requisition items.

**Civilian Staff:** 1 storekeeper and 2 dedicated facility maintenance staff (stationary engineers). Note that facility maintenance is provided by the Sheriff's Bureau of Building Services (and is separate from the storage function).

**Detainees/Inmates:** A few minimum security inmates will have assignments in warehouse and storage areas (but not in maintenance shops or storerooms).

**Public:**

Receiving: one or two delivery drivers at a time, continuously during normal hours.

Warehouse: infrequent, escorted visitors.

Maintenance: one or two service technicians, product suppliers, or similar; intermittently during normal hours.

**A.5: Psychological and Sociocultural Issues:** None.

## A.6: Activities

Receiving:

- Receiving and logging in bulk materials and placing them in storage.
- Staging and loading materials for conveyance through the secure perimeter into the jail.
- Containing waste and recyclables until removed from the site.

Warehouse:

- Storage and retrieval of materials.
- Related inventory and accounting functions.

Maintenance:

- General maintenance and repair activities. Some specialized shops (and management) are located in other buildings on site. Maintenance requiring specialized equipment will be done off-site.

## A.7: Circulation Patterns

Important movements of people, material, or information are listed below. See also the Location and Spatial Relationships section below.

- Access to loading dock for tractor/trailers as well as small trucks and utility vehicles.
- Fork lift movement between loading dock and storage areas.
- Movement of carts between storage areas and commissary staging area and the secure portions of the jails.

**A.8: Policies and Procedures:** None identified (but see section on BSCC Standards).

## A.9: Operational Safety and Security

- Protection from outside intrusion and theft is important in these areas, as is the protection of valuable items from inmate access. Gates, fencing, lighting, and good visibility should be provided.
- Exterior gates and doors, as well as the freight elevator, are controlled by central control.

## B. DESIGN REQUIREMENTS

### B.1: Design Objectives

The following are design objectives for this area:

- Highly durable finishes.
- The ability to safely unload a variety of trucks and bed heights.

### B.2: BSCC Standards and Guidelines

Facility Sanitation, Safety, and Maintenance: The facility administrator shall develop written policies and procedures



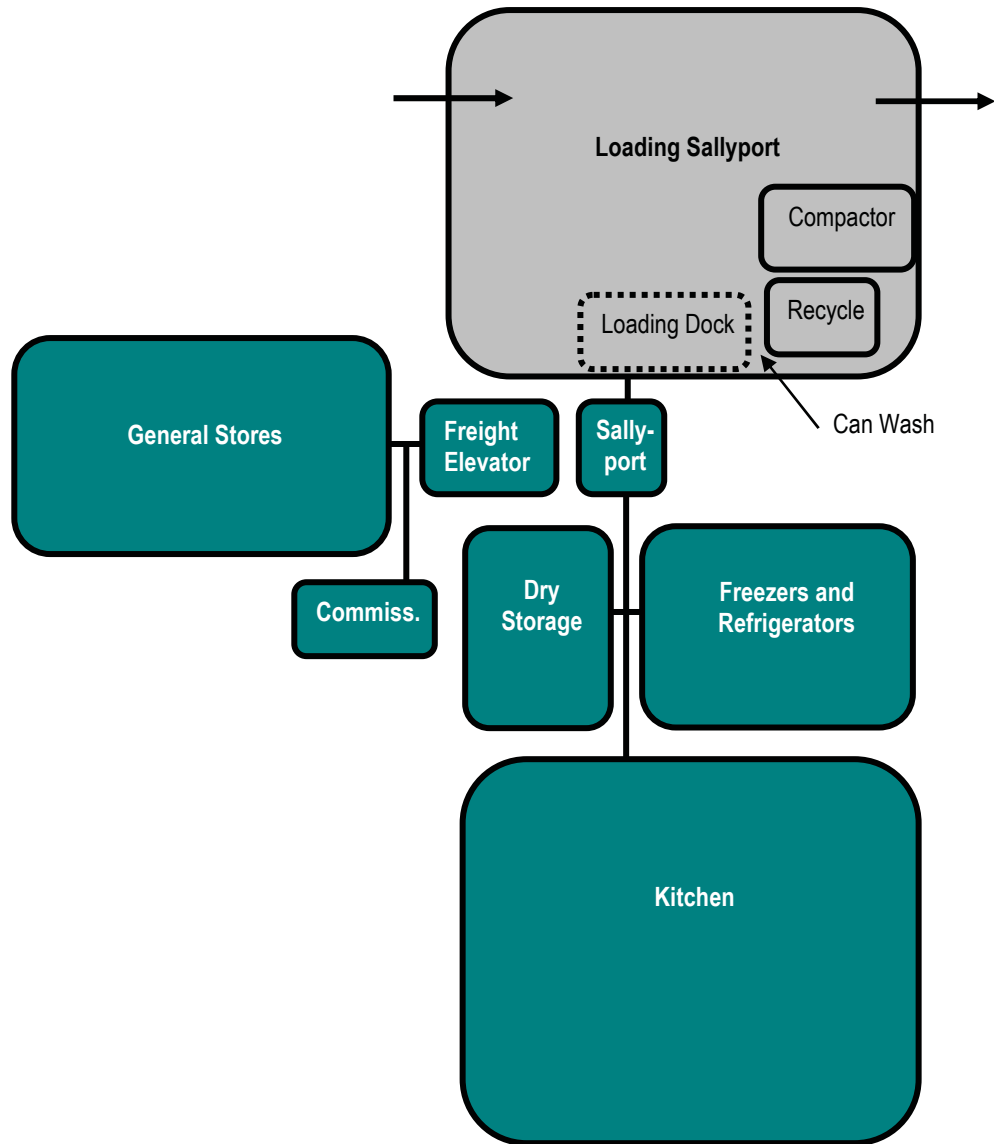
for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.

**B.3: Flexibility:** No special requirements.

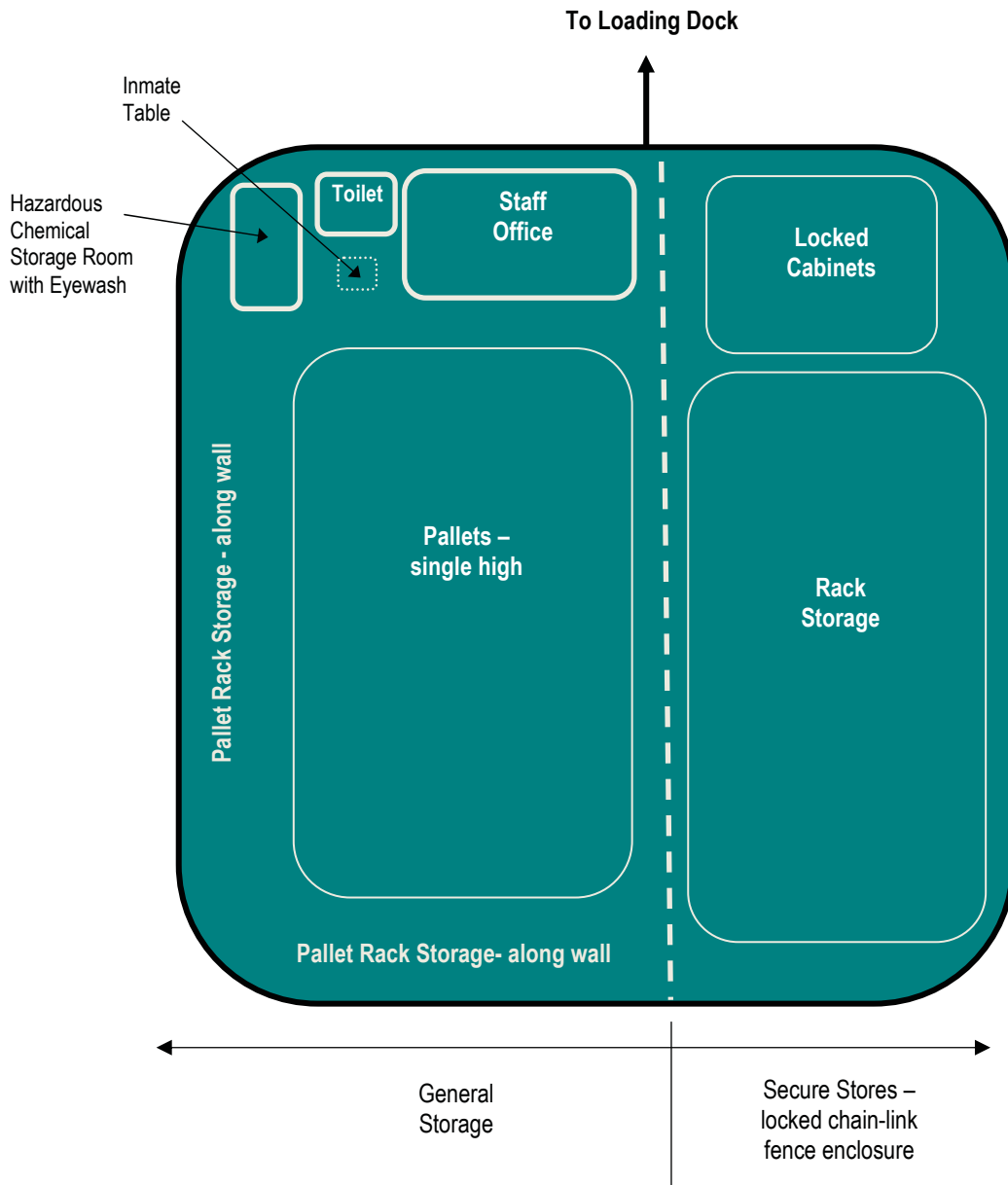
**B.4: Location and Spatial Relationships**

- Convenient truck access to loading sallyport and loading dock.
- Receiving, storage, and maintenance are located within the outer security perimeter, convenient to but isolated from inmate occupied areas.
- The freight elevator (or larger, higher capacity lift) is very convenient to the loading dock and all storage and maintenance areas as well as the kitchen. It also provides access to the rooftop.
- Structure, floor surface, and maneuvering room for a fork lift to operate to and from the above areas.
- Any staff post in these areas, whether custody or civilian, should have views of surrounding spaces that may be occupied by inmates workers.
- The maintenance warehouse should be adjacent to the maintenance shops.
- See the diagrams on the following pages.

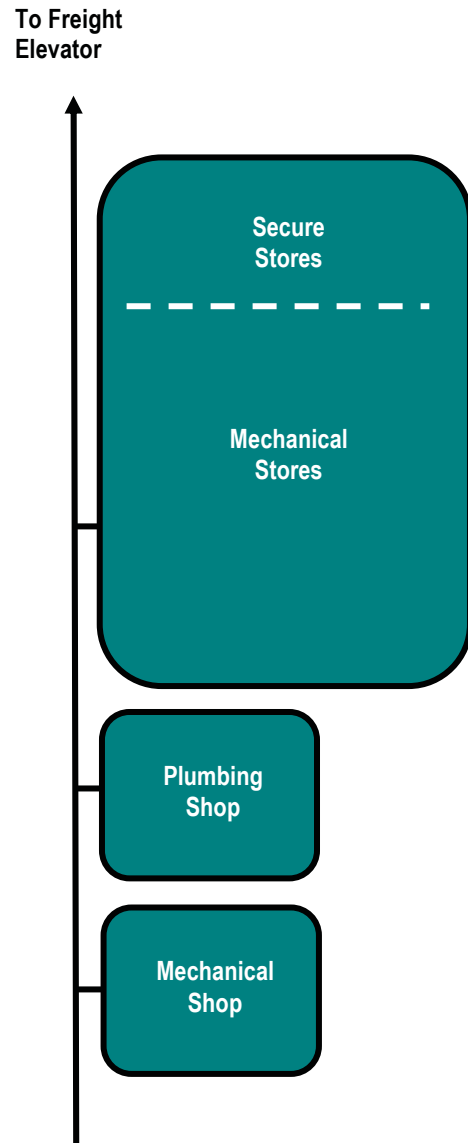
Receiving & Loading Dock Relationships



General Storage Relationships



**Maintenance/Building Services Relationships**



Note: Facility Maintenance will require distributed storage spaces throughout the building. Additionally, some shops and storage space will be located at CJ#2.

### **B.5: Safety and Security**

- Interior fencing with locked gates is provided as indicated within the general and maintenance storage areas to separate off spaces that contain high-value items.
- Good visibility is required from the warehouse and receiving offices to dock and storage areas.

### **B.6: Additional Design Requirements**

The following requirements are specific to this function beyond those requirements for building materials and systems described in Chapter 2.2 Overall Requirements and Appendix 6.2 Finish & Equipment Standards:

**Heating, Cooling, and Ventilation:** Maintenance equipment and operations will generate heat. Mechanical cooling is desirable at office areas and maintenance shop, good ventilation throughout. Hazardous materials storage area has 100% outside exhaust.

**Lighting:** Typical for office areas. Adequate for identifying and retrieving items in storage and for work tasks in shops.

**Power:** Power strip along two walls of maintenance office at +42" above finish floor. 220/240V. in welding area. charging stations for forklift and pallet jack.

**Telecommunications:** Voice and data at maintenance office, maintenance shop, and storage office.

#### **Plumbing:**

- Maintenance Shop (and possible other locations as may be required by authority having jurisdiction): eye wash and deluge shower located next to hazardous chemical storage room, service sink.
- Hose bibs at loading dock, trash compactor, and can wash area.
- Eye wash sink at can wash area.

**Other Requirements:** Hazardous materials has access from loading dock and space for five 55 gallon drums (one is for fluorescent tubes).

**Parking Demand** (note that most if not all parking will be accommodated in existing facilities on or close to the site).

- Two fleet maintenance vehicles.
- Temporary parking for vehicles that are waiting to unload or to leave.
- Two electric vehicle charging stations.

#### **Outdoor Use Areas**

- Vehicular sallyport with loading dock.

**2.4 Space List Summary**

<b>Space Summary (Departmental Square Feet)</b>				
		<b>Option A</b>	<b>Option B</b>	<b>Option C</b>
1.000	Holding/Transport	5,249	5,249	5,249
2.000	Public Lobby	3,866	3,866	3,866
3.000	Visiting	2,470	2,370	2,250
4.000	Central Records & Warrants	2,135	2,135	2,135
5.000	Operations Administration	3,200	3,200	3,200
6.000	Staff Support	8,036	7,382	6,500
7.000	Central Programs	6,515	6,455	5,675
8.000	Medical & Mental Health	8,087	7,914	7,514
9.000	Standard Housing	89,490	71,520	62,549
10.000	Special Housing	29,904	29,904	29,904
11.000	Kitchen	6,238	5,671	5,371
12.000	Laundry	2,281	2,073	1,853
13.000	Building Services	1,206	1,206	1,206
14.000	General Storage	1,163	1,075	943
	Total Departmental Area	169,840	150,020	138,215
	<b>Total Gross Area</b>	<b>242,629</b>	<b>214,314</b>	<b>197,449</b>

# 3

## BUILDING TEST FITS

BUILDING TEST FITS

**3.1 Introduction and Summary**

While rectilinear housing pods are common, the model project of CJ#5 as well as the older jail of CJ#2 have curvilinear housing pods that due to their radial configuration have better sight lines from the deputy's station into the cells than rectilinear housing pods. Thus the initial test fits were based on rectilinear and curvilinear housing pod configurations.

The initial test fits illustrate that a rectilinear housing configuration uses less space than a curvilinear housing pod configuration and that a cluster of four rectilinear housing pods fit on two thirds of the site leaving space for expansion while a cluster of four curvilinear housing pods uses the entire planned site.

Once the program range was developed the consultants worked with SFDPW to develop test fits and construction cost estimates for the program range.

Option	Pods	Cells	Beds (with 10% singles)	Configuration	Area (GSF)
Program A	10 Mezzanine 4 single level	384	714 with 54 singles	NA	242,600
Program B	8 Mezzanine 4 single level	320	582 with 58 singles	NA	214,300
Program C	7 Mezzanine 4 single level	288	522 with 54 singles	NA	197,500
Test Fit A	10 Mezzanine 2 single level	352	640 with 64 singles	Rectilinear	210,000
				Curvilinear	234,100
Test Fit B	8 Mezzanine 4 single level	320	582 with 58 singles	Rectilinear	210,000
				Curvilinear	234,100
Test Fit C	7 Mezzanine 4 single level	288	524 with 52 singles	Rectilinear	210,000
				Curvilinear	234,100
Test Fit B.1	8 Mezzanine 4 single level	320	582 with 58 singles	Rectilinear	194,300 no shell space

Table 3.1.1 Program and Test Fit Summary Chart

In providing Test Fit options the approach was to develop build out options that mapped to the options identified in the Programming stage. Through review of the program, the main variation between program options is in the amount of Housing Pods, and so Test Fit Options were developed with a consistent size of non housing spaces based upon Program A.



Following review and discussion with SFSD & SFPD, and in recognition of cost implications, an approach to the number and type of housing pods was formed with a view towards maintaining an efficient overall building configuration.

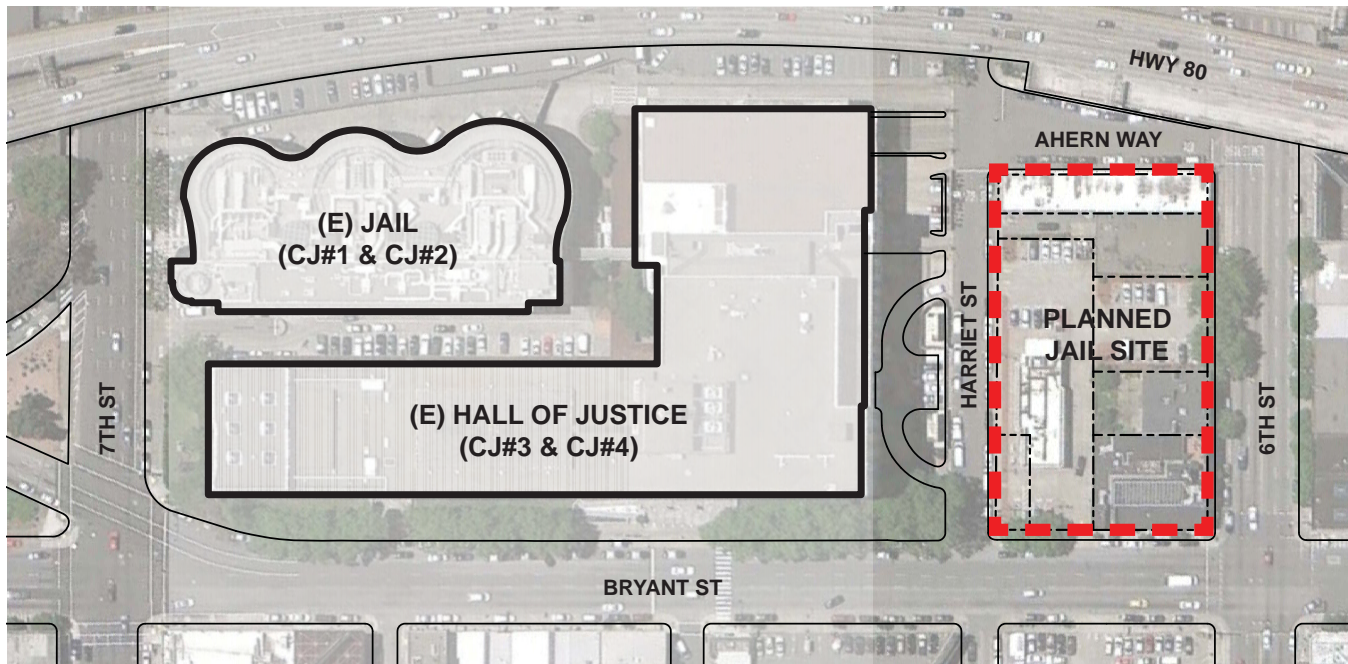


Figure 3.1.2 Existing Hall of Justice Site

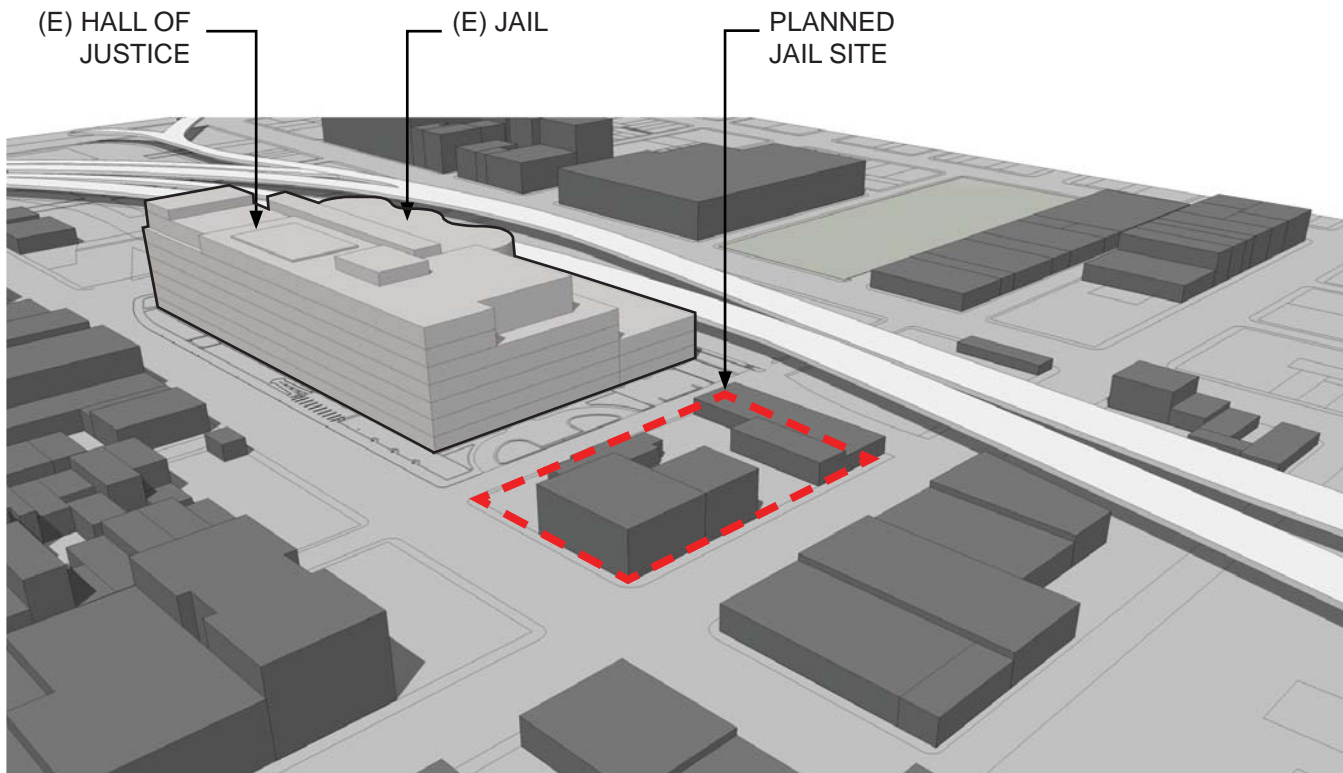


Figure 3.1.3 3D View of Existing Hall of Justice Site

### 3.2 Test Fits

#### CURVILINEAR CONFIGURATION

This test fit is based upon the curvilinear housing pod plan of County Jail #5 enlarged to accommodate the 32 cell housing pod size identified for this facility. A grouping of 4 housing pods per floor creates the overall building footprint and for structural and building efficiencies functions as the overall building geometry. The size of the overall floor plan requires the use of the entire planned site.

Working within the building footprint, the building's support functions are able to fit within the 1st, 2nd and 3rd floors, meaning that only a minimal basement is required in order to connect to the existing Hall of Justice and County Jails #1 & #2. The resulting 5 story building is under the height of the adjacent Hall of Justice, and rooftop services are envisioned to be screened from view.

The Public Entrance to the building is identified at the corner of Bryant and 6th Street. A secure in-custody sallyport is located at Ahern, accessed from 6th street, with the ability to hold 2No. 40' Bus in series, Space is provided to allow a further van to wait in line for the sallyport while leaving the junction unblocked and allowing a van to drive unimpeded toward County Jail #1. At Harriet Street, through traffic to the HOJ Campus is maintained, and a secure sallyport is provided for service and delivery vehicles. A secure fenced area at Bryant Street together with the sallyport at Ahern Way function as secure exterior areas of refuge in the event of building evacuation of inmates.

A site map and stacking diagram of the Curvilinear configuration are shown below and on the following page. Floor plans are included in the Appendix, Section 5.3.

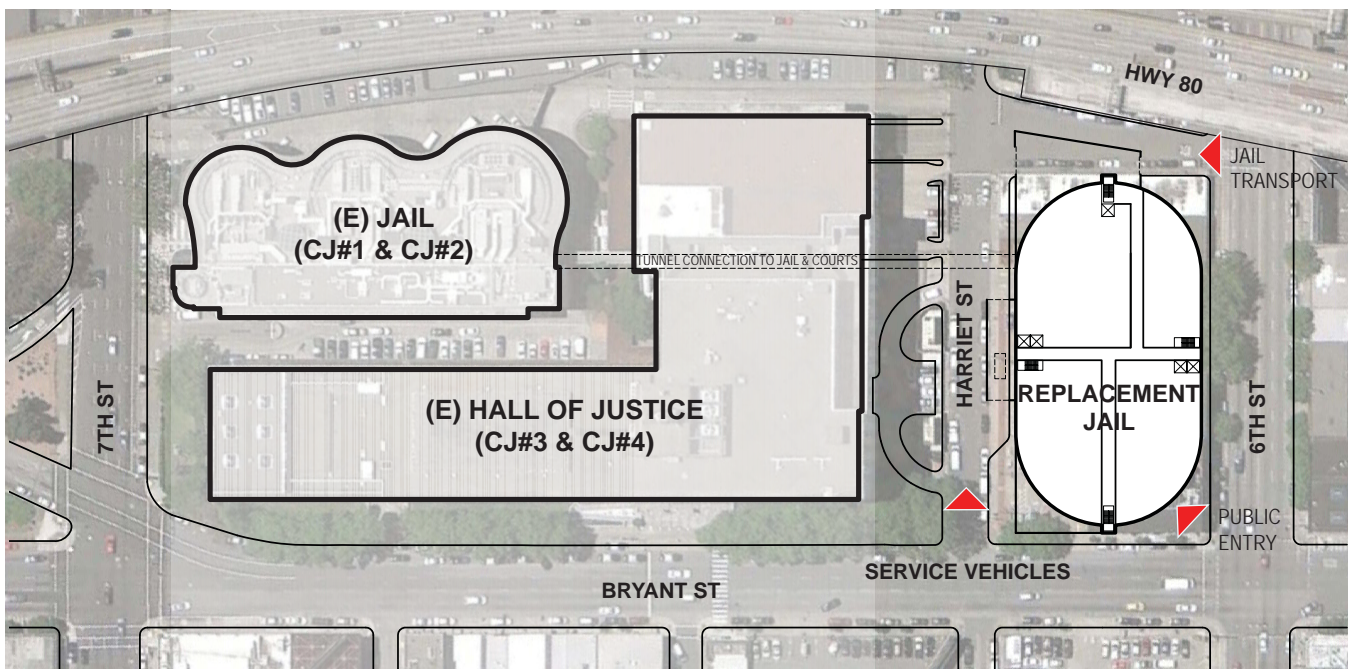
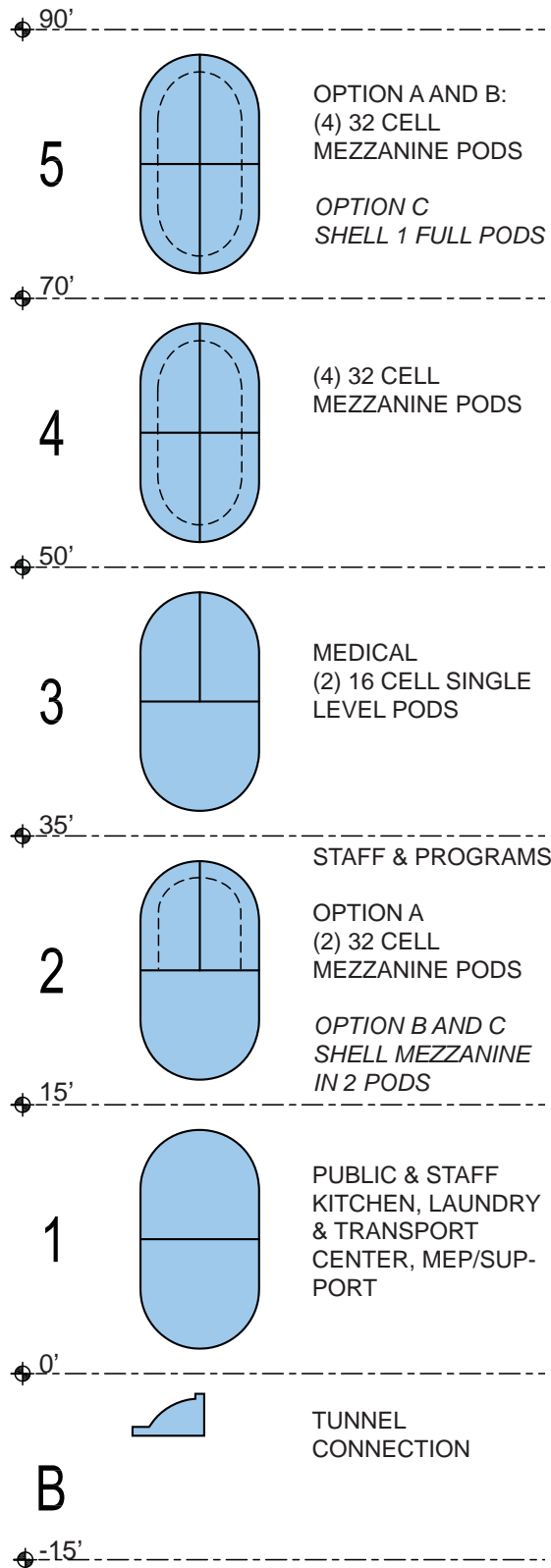


Figure 3.2.1 Site Plan of Curvilinear Configuration



- OPTION A FULL BUILD OUT**  
10 MEZZANINE PODS &  
2 SINGLE LEVEL PODS  
352 CELLS / 640 BEDS
- OPTION B SHELL MEZZANINE IN 2 PODS**  
8 MEZZANINE PODS &  
4 SINGLE LEVEL PODS  
320 CELLS / 582 BEDS
- OPTION C SHELL MEZZANINE IN 2 PODS AND SHELL IN 1 FULL POD**  
7 MEZZANINE PODS &  
4 SINGLE LEVEL PODS  
288 CELLS / 524 BEDS

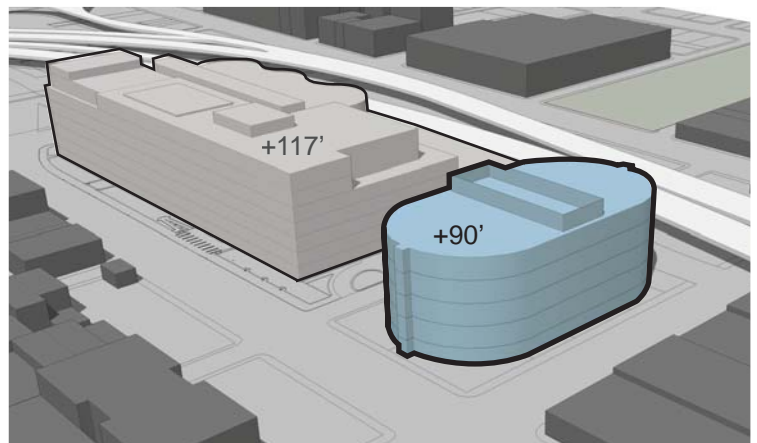


Figure 3.2.2 Stacking Diagram of Curvilinear Configuration

Figure 3.2.3 3D View of Curvilinear Configuration

## RECTILINEAR CONFIGURATION

This test fit is based upon a rectilinear 32 cell housing pod plan. In reviewing this configuration on the site, it is possible to divide the site into six zones based upon the size of a housing pod, such that a building based upon a group of 4 housing pods occupies two thirds of the planned site. This allows for future expansion of the facility and also offers the potential to retain the existing Police Credit Union Building at the south east corner of the site.

In a similar manner to the curvilinear option, the footprint of the housing pod floor sets the building geometry and support functions are located on the 1st, 2nd and 3rd floors and a basement level. The resulting 5 story building is under the height of the adjacent Hall of Justice, and rooftop services are envisioned to be screened from view. Internally, the building is organized with a central north-south corridor that allows for expansion/connection to a building on the southern portion of the site.

The public entrance to the building is identified midblock on 6th Street which would allow ongoing operations should a future expansion be constructed. A secure in-custody sallyport is located at Ahern Way, accessed from 6th street, with the ability to hold 2 vans in series, Space is provided to allow a further van to wait in line for the sallyport while leaving the junction unblocked and allowing a van to drive unimpeded toward County Jail #1. At Harriet Street, through traffic to the HOJ Campus is maintained, and a secure sallyport is provided for service and delivery vehicles. Both sallyports are planned as the secure exterior areas of refuge in the event of building evacuation of inmates.

A site map and stacking diagram of the Rectilinear configuration are shown below and on the following page. Floor plans are included in the Appendix, Section 5.3.

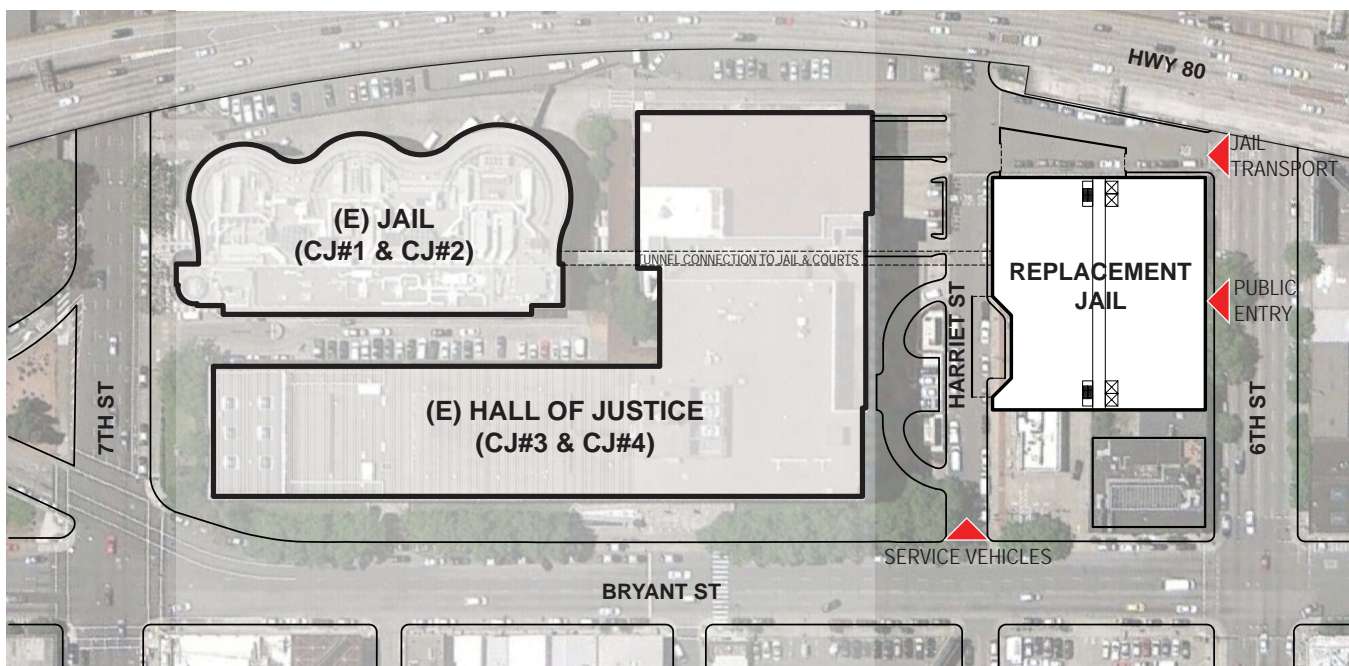


Figure 3.2.4 Site Plan of Rectilinear Configuration

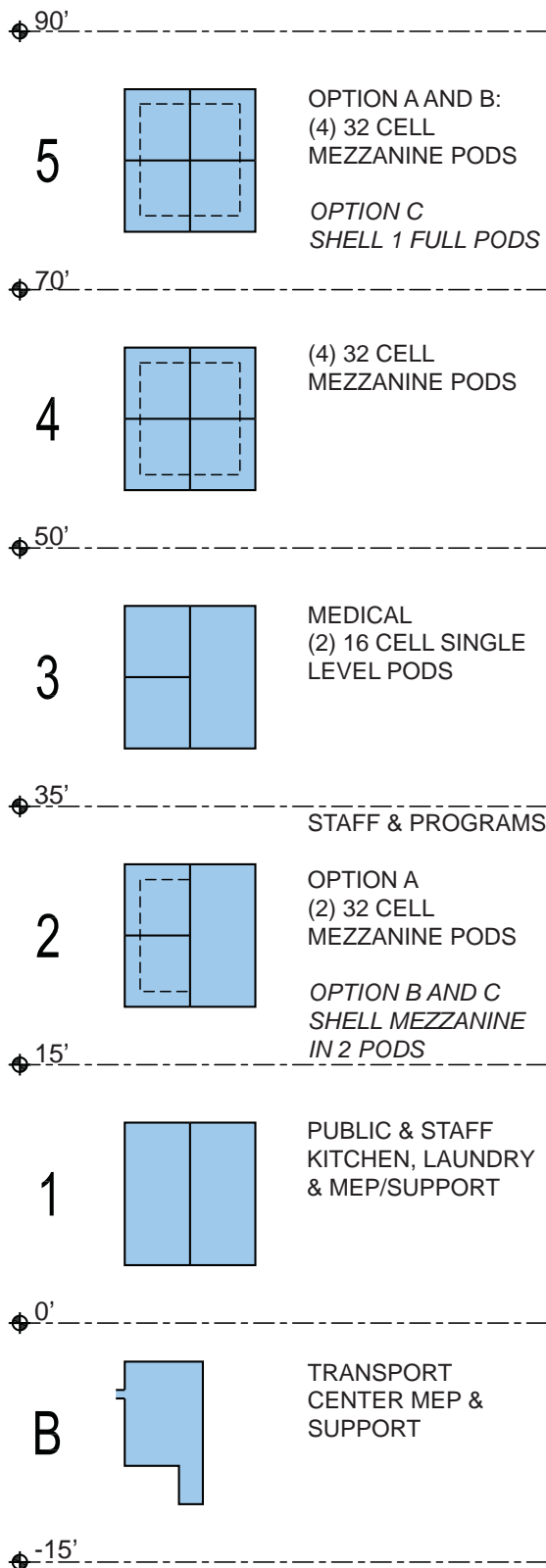


Figure 3.2.5 Stacking Diagram of Rectilinear Configuration

<b>OPTION A</b>	<b>FULL BUILD OUT</b>
	10 MEZZANINE PODS & 2 SINGLE LEVEL PODS 352 CELLS / 640 BEDS
<b>OPTION B</b>	<b>SHELL MEZZANINE IN 2 PODS</b>
	8 MEZZANINE PODS & 4 SINGLE LEVEL PODS 320 CELLS / 582 BEDS
<b>OPTION C</b>	<b>SHELL MEZZANINE IN 2 PODS AND SHELL IN 1 FULL POD</b>
	7 MEZZANINE PODS & 4 SINGLE LEVEL PODS 288 CELLS / 524 BEDS

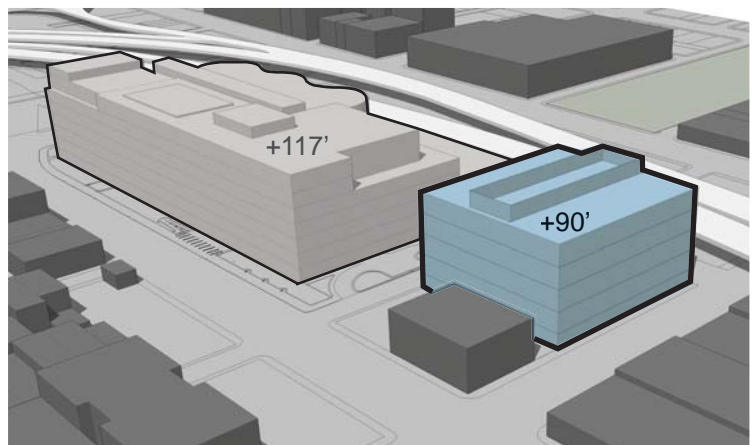


Figure 3.2.6 3D View of Rectilinear Configuration

### 3.3 City's Preferred Option

#### RECTILINEAR CONFIGURATION B.1

Following completion of the rectilinear and curvilinear test fit options and cost estimating, the City identified Rectilinear Test Fit option B as the closest to the budget and an updated Option B.1 was created. In creating Option B.1, the configuration of support spaces was re-tooled to reduce the size of the basement and shelled space removed to create a more tailored and space efficient option. Organizationally the building functions similarly to the Rectilinear Test Fit, and is arranged on the site in the same manner.

At the first floor the public and staff functions are organized on the east side of the main north-south circulation spine, facing 6th Street. At the west side of the first floor corridor are the kitchens, storage and laundry facilities, that will be staffed by inmates. The basement level contains the transport center, which is connected to County Jails #1 & #2 and HOJ. MEP support space is also allowed for at the basement level.

At the second floor central programs are placed adjacent to two single level pods, which offers the opportunity to establish dedicated re-entry pods which have easier access to these spaces. The balance of staff support services are also located at the second floor with a dedicated communicating stair to staff and admin services below. At the third floor the Medical Suite is co-located with 2 single level pods to provide easy access/use as a medical step-down pod as discussed in the programming stage of the project.

The upper housing floors (4th and 5th) share a typical housing configuration, with access through a sallyport from the central corridor at both the main and mezzanine levels. Cells are arrayed around a central Dayroom on two levels with an open Deputy's station situated on the dayroom floor. Classrooms and Multi-purpose rooms are located between pods and can be accessed from the sallyport to allow them to draw participants from across the facility, or directly serve a pod, allowing a wide variety of program content to be offered to each pod while reducing the need to transport inmates.

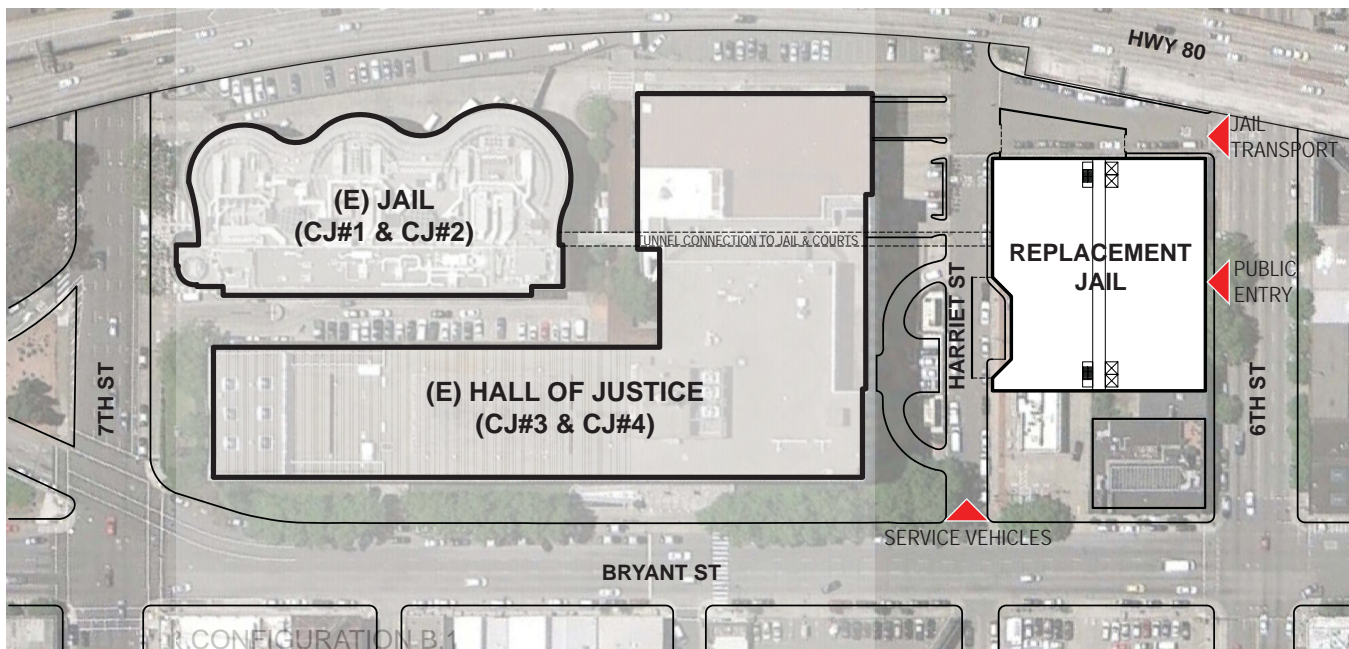
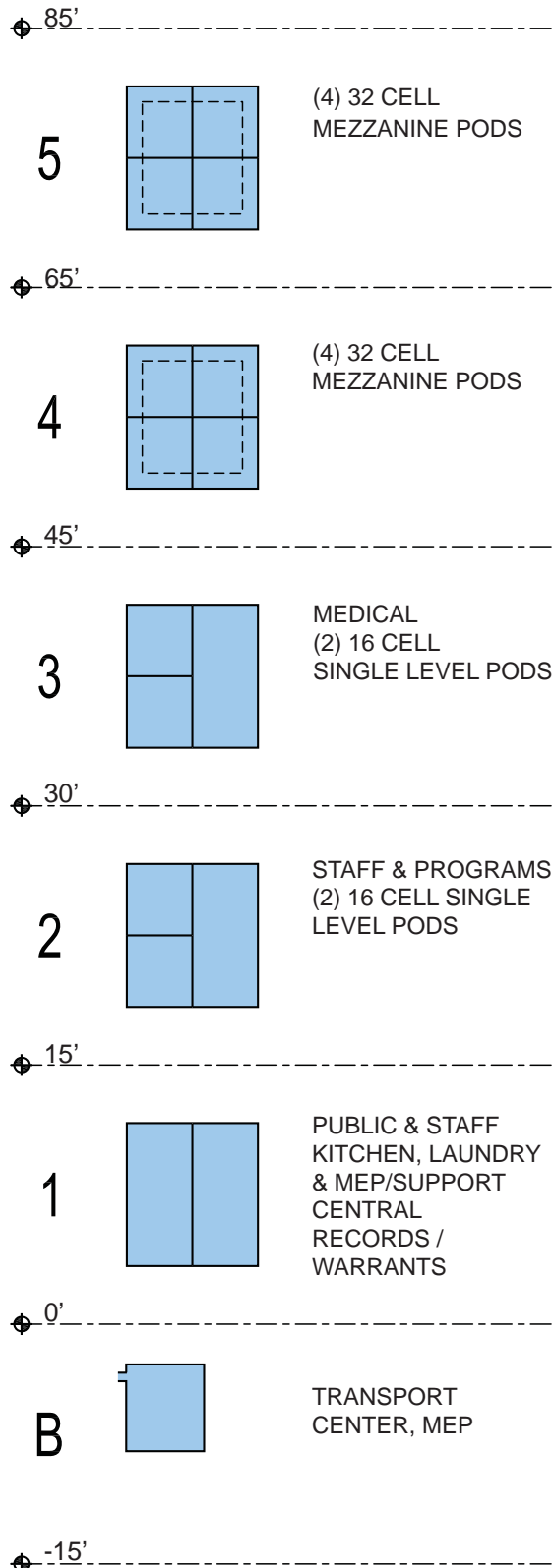


Figure 3.2.7 Site Plan of Rectilinear Configuration B.1



**CITY'S PREFERRED OPTION:  
RECTILINEAR CONFIGURATION B.1**

NO SHELL SPACE

8 MEZZANINE PODS &  
4 SINGLE LEVEL PODS  
320 CELLS / 582 BEDS

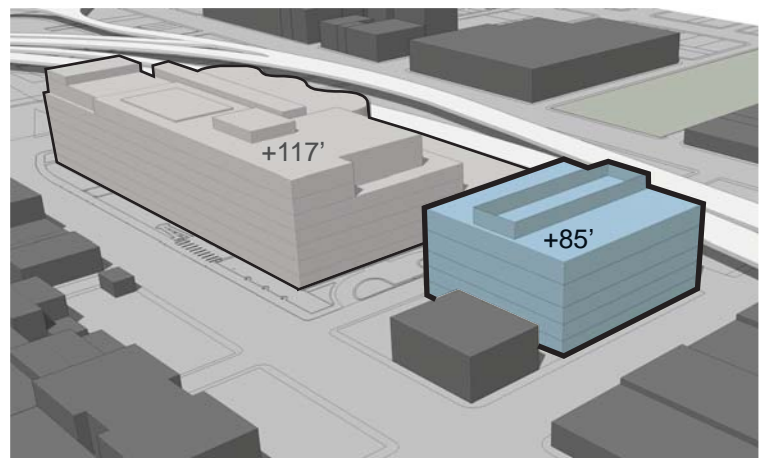


Figure 3.2.8 Stacking Diagram of City's Preferred Configuration

Figure 3.2.9 3D View of City's Preferred Option

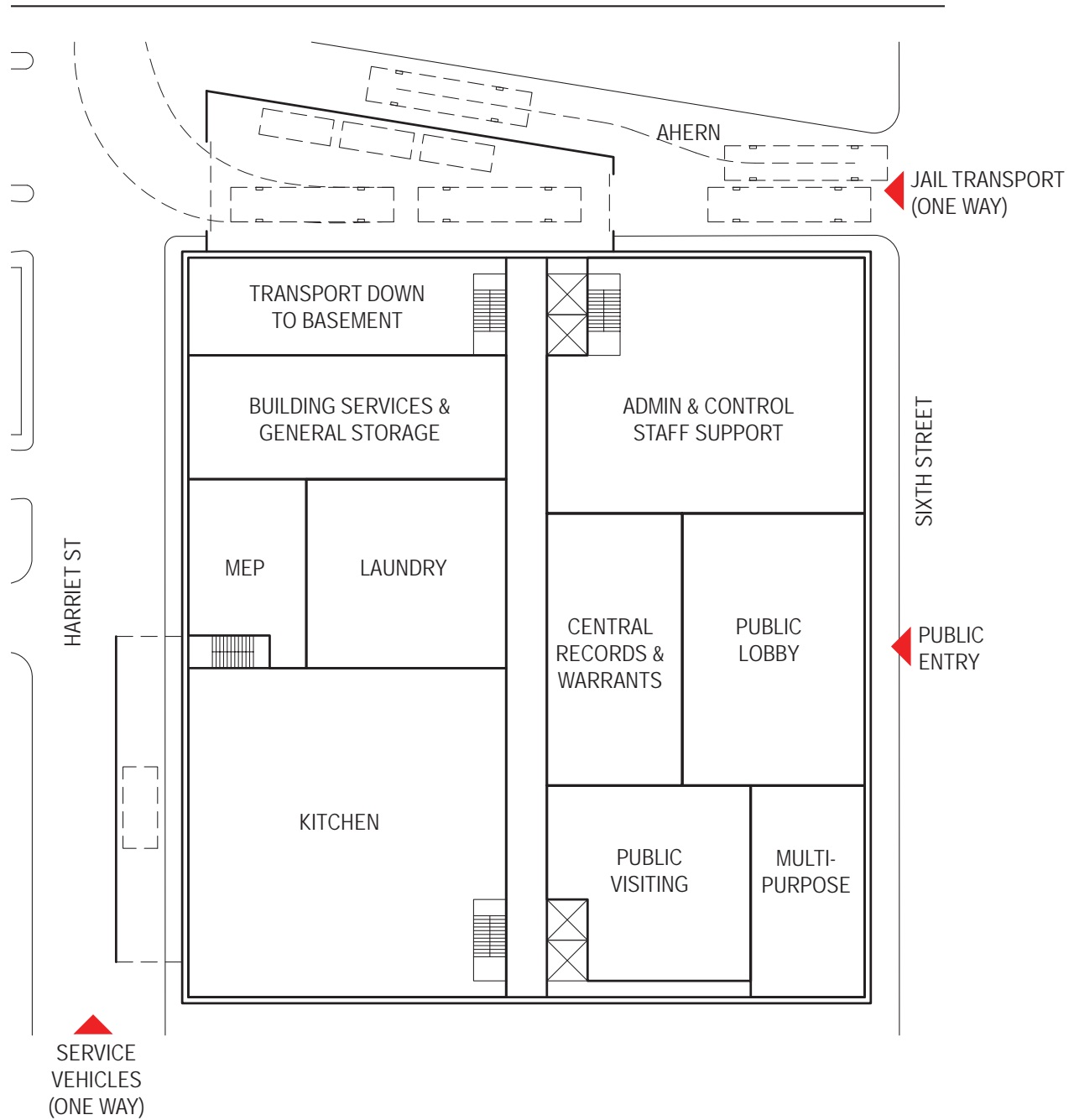


Figure 3.2.10 First Floor Plan (Not to Scale)



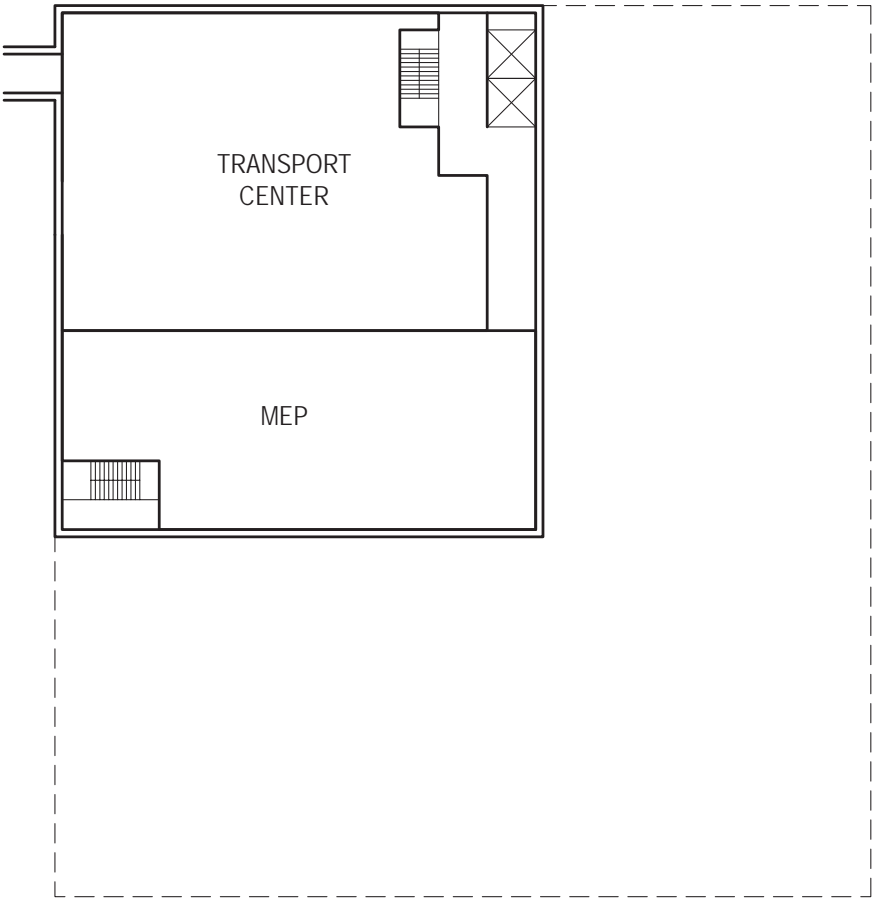


Figure 3.2.11 Basement Floor Plan (Not to Scale)

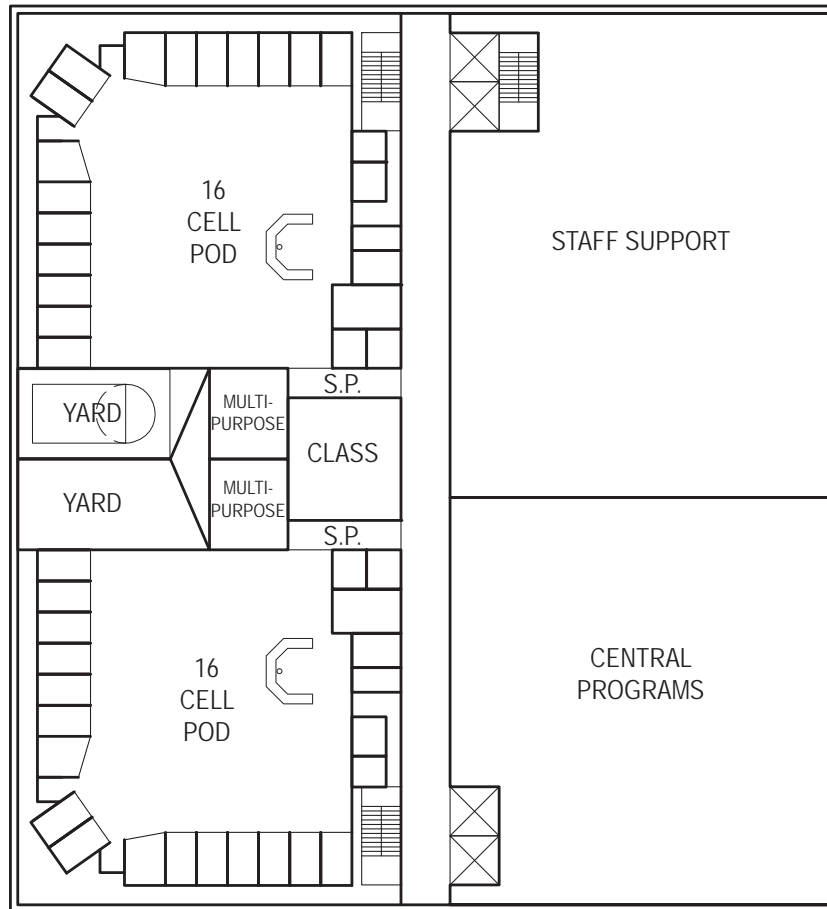


Figure 3.2.12 Second Floor Plan (Not to Scale)

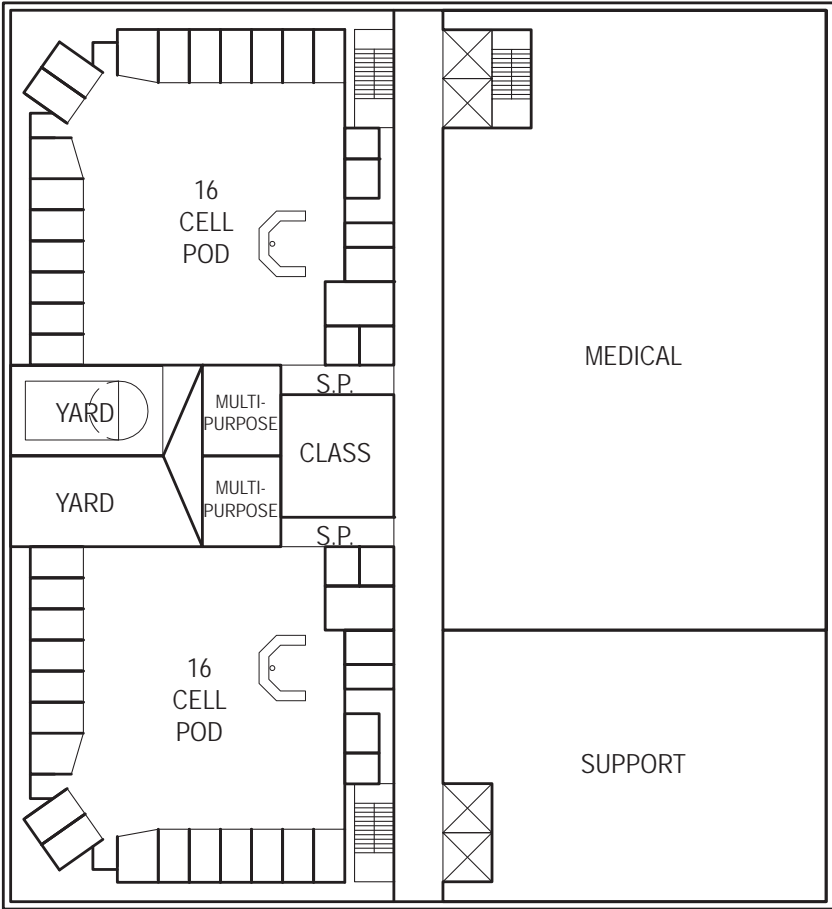


Figure 3.2.13 Third Floor Plan (Not to Scale)  
Note: 16 cell pods are envisioned with the possibility for sub-division, reference Appendix 6.3, fig 6.3.9 for division studies

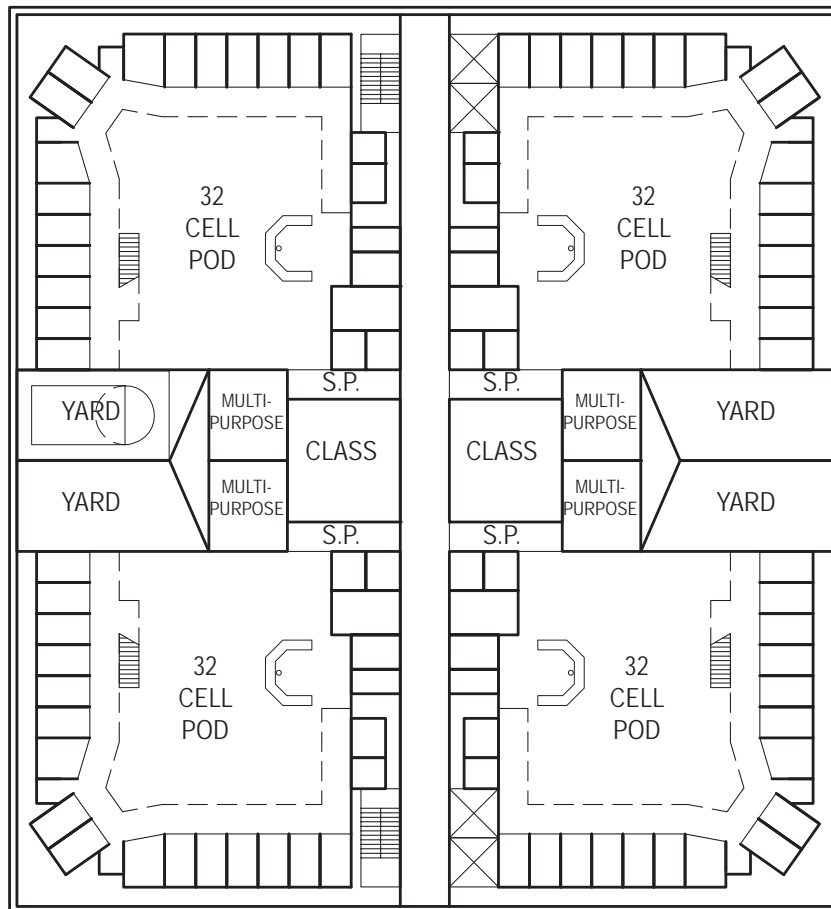


Figure 3.2.14 Fourth & Fifth Floor Plan (Not to Scale)

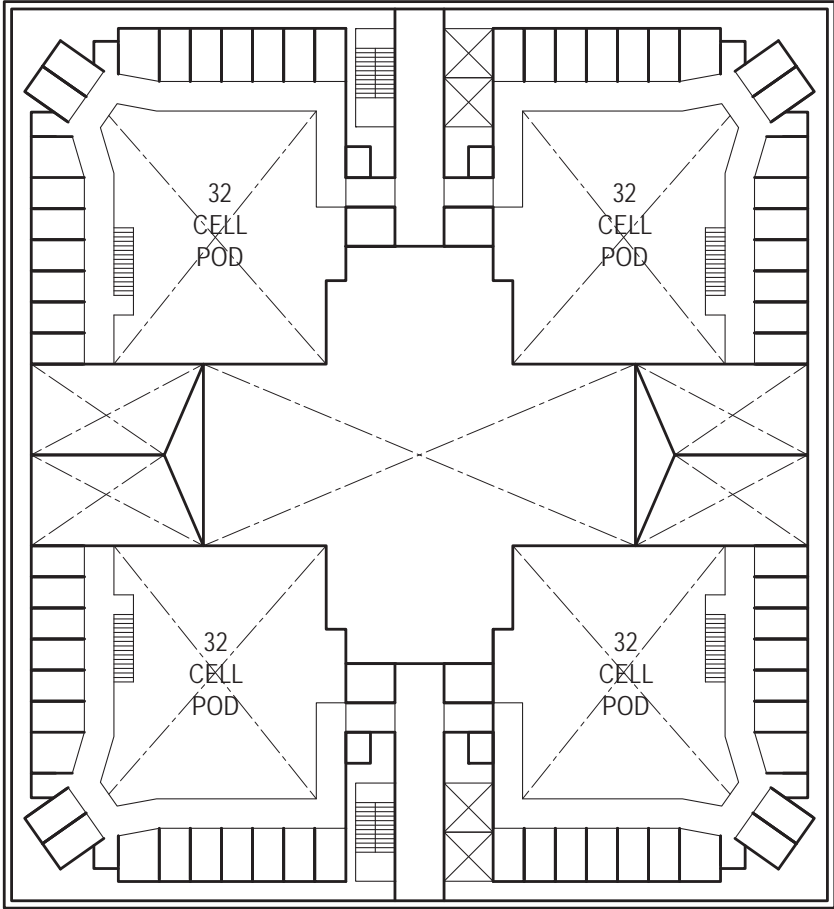


Figure 3.2.15 Fourth & Fifth Floor Mezzanine Plan (Not to Scale)

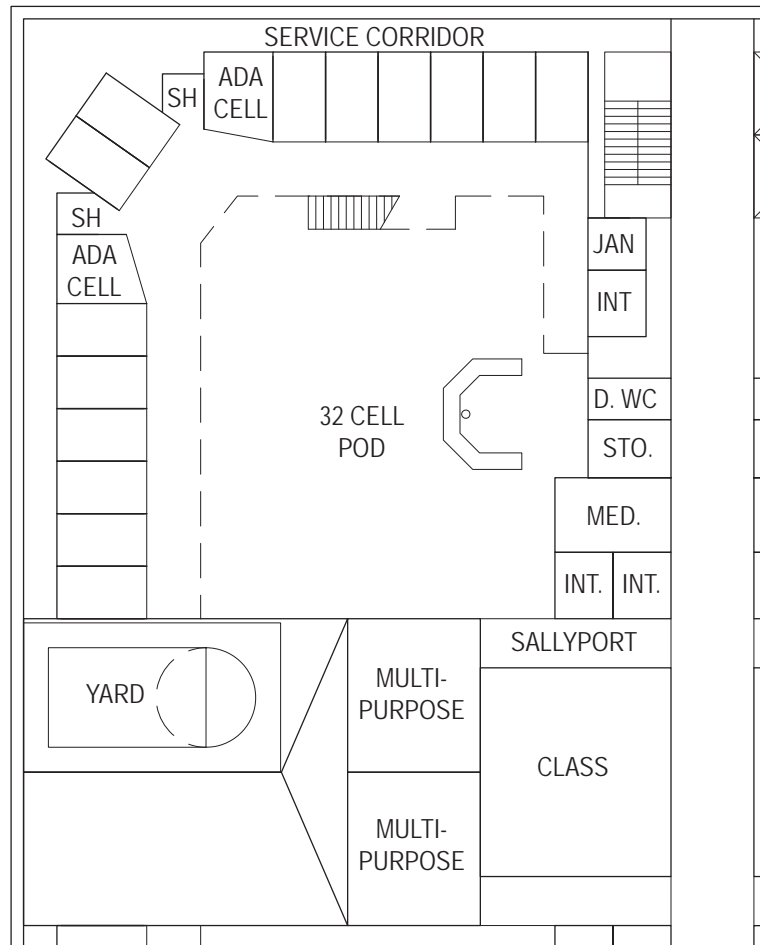


Figure 3.2.16 Enlarged Pod Plan (Not To Scale)

### 3.4 Tunnel Connection

In connecting the new Jail Facility to existing County Jails #1 & #2 and the Courts in the HOJ, a new tunnel will be required under Harriet Street. Connected to the HOJ Basement, existing corridors can be re-configured and hardened to serve as the secure in-custody corridor. By connecting the Replacement Jail into the existing secure corridor, in-custody defendants and inmates can be transferred between facilities and the courts using existing paths of travel, minimizing the cost of providing new infrastructure.

In connecting the secure corridor to the replacement Jail, the existing access from the basement parking to the HOJ will be disrupted and an existing access point will need to be renovated to serve as a primary entrance.

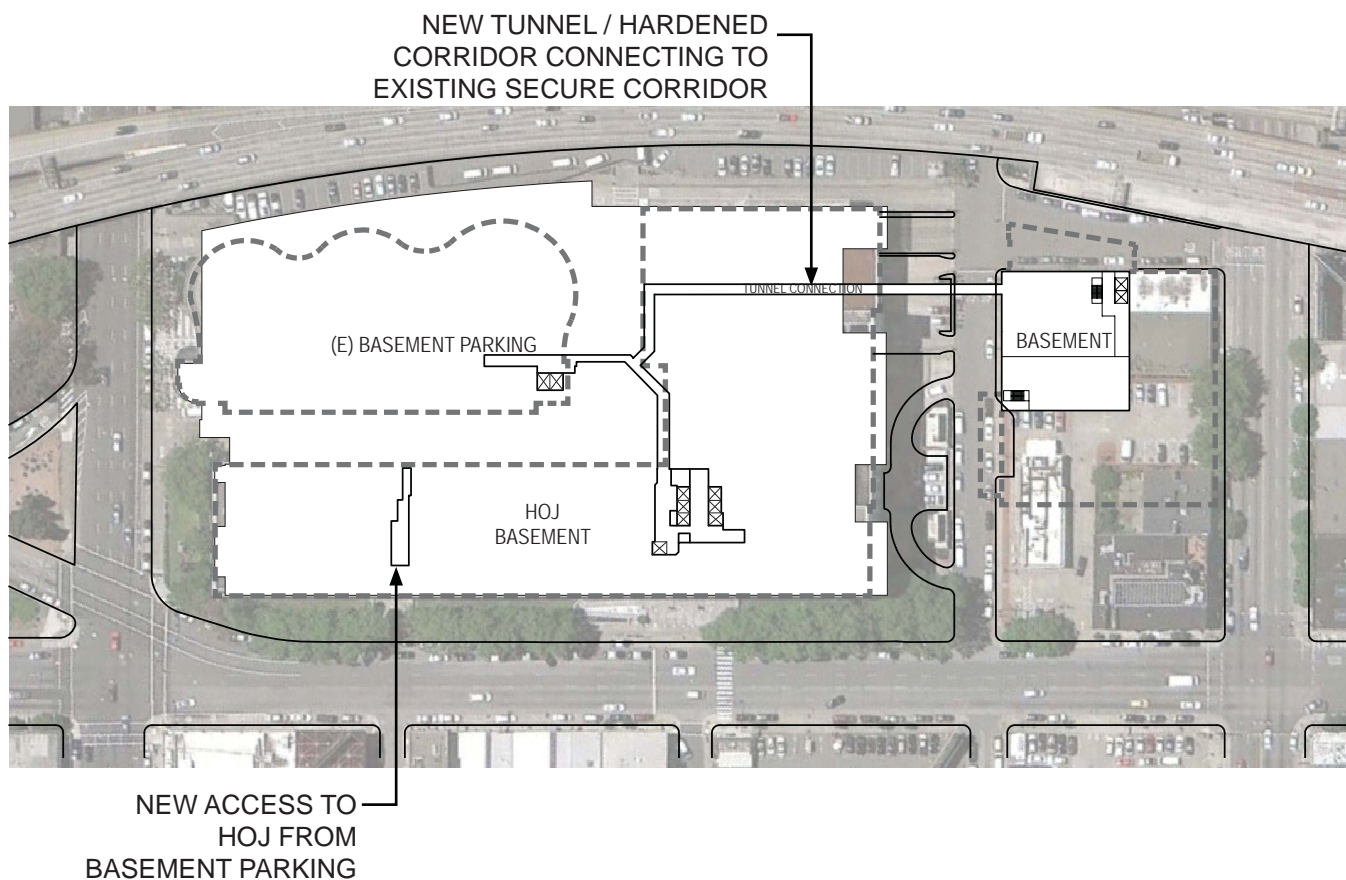


Figure 3.4.1 Basement Tunnel Connection (Not to Scale)





# 4

## COST ANALYSIS

COST ANALYSIS

**4.1 Introduction & Summary**

The following chart summarizes the estimated construction costs and project costs for the facility test fits developed in this study. All amounts assume a start of construction in April 2017.

As indicated in the chart below the study found that a 194,300 facility with 640 maximum beds (582 beds assuming 10% single bed cells) configured in 32 cell rectilinear pods could fit the City's \$290M budget.

Option	Pods	Cells	Beds (with 10% singles)	Configuration	Area (GSF)	Cost
Test Fit A	10 Mezzanine 2 single level	352	640 with 64 singles	Rectilinear	210,000 no shell space	Project: \$305M
				Curvilinear	234,100 no shell space	Project: \$328M
Test Fit B	8 Mezzanine 4 single level	320	582 with 58 singles	Rectilinear	210,000 shell space	Project: \$302M
				Curvilinear	234,100 shell space	Project: \$325M
Test Fit C	7 Mezzanine 4 single level	288	524 with 52 singles	Rectilinear	210,000 shell space	Project: \$300M
				Curvilinear	234,100 shell space	Project: \$322M
Test Fit B.1	8 Mezzanine 4 single level	320	582 with 58 singles	Rectilinear	194,300 no shell space	Project: \$290M

Table 4.1.1 Test Fit Cost Analysis Chart

# 5

## STAFFING ANALYSIS

## STAFFING ANALYSIS

### 5.1 Staffing Analysis

#### A. STAFFING ANALYSIS

Staffing for Test Fit Options, B, and B.1 were developed using a spreadsheet listing the number of positions on each shift multiplied by the appropriate shift relief factor. Current and proposed staffing were reviewed with custody, medical, program, and maintenance staff. The following models were employed in the development of the staffing plan.

#### Shift Relief Factor

The number of full-time equivalent (FTE) positions needed to continuously operate a post that is staffed on multiple shifts (for example, 24 hours a day, 7 days a week) is determined using a shift relief factor. The factor takes into account the number of days in a week, the shift pattern, sick time, required training, and vacations. Very short periods of relief during a shift for meals, breaks, and toilet use are not calculated in the shift relief factor, but rather are accounted for with a number of positions on each shift assigned to that and other miscellaneous duties.

The staffing study uses the San Francisco Sheriff's Department's (SFSD) relief factor of 1.7 per shift. The expected, normal range for correctional staffing is between 1.7 and 1.9 per shift, so this is at the low end. The same figure was used for medical professionals, as their requirements are very similar. Positions that typically function 8 hours a day, 5 days a week without specific replacement when the employee is sick or on vacation use a relief factor of 1. In some cases, the 1.7 factor is prorated, for example a 5 day-per-week position with relief uses a factor of 1.2.

#### 1.000 Holding/Transport

- Two deputies will be posted to the holding area during court hours. Relief for breaks and meals will be provided by deputies posted to housing areas assigned to movement and relief duties.
- During swing shift and weekends deputies posted to housing areas for movement and relief duties will cover this area on an "as needed" basis.
- Deputies assigned to the Classification Unit and Transport Unit are assigned to stand-alone units that serve the entire jail system, and are not included in the staffing plan even though they work on site. There are no anticipated changes to the staffing of either unit attributable to the replacement jail.

#### 2.000 Public Lobby

- A deputy will be posted at the information desk 8 am to 8 pm 7 days a week. This deputy will assist with visiting when scheduled and security screening when required.
- Space is provided for Medical Discharge in the replacement jail. However, this staff based at 425 Seventh Street supports the entire jail system, and is not included in the staffing plan for the replacement jail.

### **3.000 Visiting**

The deputy posted to the public lobby information desk will handle visiting on weekends and holidays during the day shift assisted by an additional deputy during visiting hours. The staffing plan shows 0.5 FTEs, which reflects the number of days that visiting is offered, but two deputies will be available when visiting occurs. Extending visiting hours beyond existing policy would require additional hours for the deputy supervising the holding cells.

### **4.000 Central Records & Warrants**

Staffing for the Central Warrants Bureau remains the same as existing for all options.

The Central Records Unit is currently supervised by a sergeant and two senior deputies with other supervisory duties in the Custody Division. The unit is now staffed through the existing custody staff. SFSD proposes staffing the Central Records Unit as follows:

- one sergeant;
- a senior deputy on all three shifts with the standard relief factor;
- a senior legal process clerk;
- 12 legal process clerks distributed among the shifts and days of the week based on demand.

### **5.000 Administration & Control**

- The replacement jail follows the staffing pattern for CJ #5. Since CJ #3 and #4 currently each have their own separate command staffing, this represents a significant consolidation for all options of the replacement jail..
- The SFSD has identified a specialized role for a deputy that is specially trained for regulation compliance such as but not limited to the Fire Marshal's, Title 24 & 15, OSHA, and ADA issues.

**6.000 Staff Support:** There are no staffing assigned to this area.

### **7.000 Central Programs**

- CJ #3 and #4 are currently served by served by one program coordinator. For the replacement jail, four rehabilitation services coordinators are provided consistent with the staffing at CJ #5. While all are listed on the day shift, actual practice is for them to be scheduled evenings and weekends during program hours on an as-needed basis. All direct providers are either volunteers, contractors, or funded by state reimbursements and are not direct employees of the city.
- A deputy is posted to the Central Programs area from 8 am to 9 pm, 7 days a week.

### **8.000 Medical & Mental Health**

- Medical and psychiatric services staffing is based on CJ #5. Given that CJ #3 and #4 each currently has their own health services staffing, this represents a consolidation of for all options of the replacement jail.
- During weekdays four RNs work a 12-hour shift during the day and into the evening and 2 RNs work the midnight shift. During weekends there are two RNs on duty on both 12-hour shifts.

- LVNs work 8 hour shifts. During weekdays there are three LVNs on the day and swing shifts and two on the midnight shift. During weekends there are three LVNs on the day and four on the swing shifts and one on the midnight shift.
- One deputy is posted to Medical & Mental Health 24/7. While there was discussion of supervising the safety cells from an adjacent unit when inmates are normally asleep, the site has proved too constrained to provide the adjacencies needed to accomplish this objective. Instead, the deputy posted to Medical & Mental Health will be given additional administrative duties when inmates are not present (per current practice).
- A senior physician will be present on day shift during weekdays with no relief factor.
- A nurse practitioner will be present on day shift during weekdays with no relief factor.
- A dentist and two dental aides are currently assigned to the site 3 days a week serving CJ #2, #3, and #4. The shift relief factor reflects the 3-day per week pattern, and the fractions of time posted to the day shift are proportionate to the capacity of each option plus CJ #2.
- Three porters are added on the day shift weekdays when clinicians are on site with no relief factor.
- The nurse manager is a five-day position on day shift with no relief factor.
- The psych manager is a five-day position with no relief.
- The therapists are listed on the day shift without relief, but actually schedule themselves throughout the days and week on an as-needed basis.

### **9.000 32-Cell Housing Pod**

- The program recommends one deputy supervising two pods during the midnight shift, but the B.1 option, preliminary program restrictions and the required adjacencies have posed too many restraints for the direct access needed to accomplish this (despite the fact that pods are paired). As a result, each general population pod will have one deputy 24/7. This can be revisited as the design progresses.
- Relief for lunch, break, and toilet breaks for fixed posts throughout the facility will be performed by deputies assigned that function based in housing areas. A sufficient number of relief deputies is provided to cover one-hour breaks over a three-hour period on each shift for deputies posted to the lobby, visiting, central control, central programs, medical & mental health, and housing pods. Posts such as the laundry and kitchen are self-relieving. Relief of fixed posts outside of housing areas is divided proportionately between 32-Cell and 16-cell housing areas.
- Escort/movement duties for inmate movements throughout the facility are provided by deputies assigned to the housing areas. Court movements between housing pods and Holding/Transport will be supervised by these deputies, while movements between the Hall of Justice and Holding/Transport will be supervised by bailiffs. The number of deputies for this function is estimated based on:
  - an average of one deputy for every ten inmates escorted, recognizing that actual numbers will vary based on inmate classification, effective use of deputies when and where movements are required, and other factors;
  - weekdays: the number of deputies assigned to escort movement is based on the number of inmates housed at the replacement jail who are estimated to have court appearances;
  - swing shift until 9 pm and weekends 8 am to 9 pm: the number of deputies assigned to escort movement is based on the number of inmates estimated to be participating in programs;
  - all other times: escort/movement and incident response after 9 pm through the end of the midnight shift is to be provided on an as-needed basis by two deputies.

### **10.000 16-Cell Housing Pod**

These pods all house special populations, and have different staffing patterns related to their configurations and security needs of the classifications served:

- A number of the divided units will share staffing between them with 1 deputy on the midnight shift and two on the day and swing shifts. Disciplinary isolation, administrative segregation, gang dropouts, trans gender, super max, and sexually violent predators all share staffing with an adjacent half-pod.
- Psych communal, med/psych sub acute, and house alones are assumed to have one deputy 24/7.
- The psych hard to manage classification will have 1 deputy on midnight shift and 2 deputies during day and swing shifts and do not share staffing with an adjacent pod.
- Deputies will be assigned to post relief, escort/movement, and incident response duties for the 16-Cell Housing Pods and a proportion of the facility at large, as described for 32-Cell Housing Pods above.

### **11.000 Kitchen**

- The kitchen operates three shifts on 7 days, and a deputy is posted there at all times.
- Civilians working in the kitchen are employees of a contract vendor, so their staffing costs are not listed here but should be included in the separate operations and maintenance budget.

### **12.000 Laundry**

A deputy will be posted at the laundry on two shifts 7 days a week as is currently the case at CJ #4. If the replacement jail were to serve CJ #2, there would be no associated staff increase.

### **13.000 Sheriff's Bureau of Building Services**

- Two new stationary engineer positions (7334) are proposed to be assigned to the replacement jail. They will be scheduled weekdays 7 am to 3:30 pm and on-call on an as-needed basis.
- Craft workers such as electricians, plumbers, locksmiths, and electronics technicians are "work ordered" from SFDPW for the entire jail system and are not SFSD employees.
- The Dept of Real Estate presently provides some facility management and limited engineering for the existing jails. The SFSD will assume all facility management and engineering for the new jail.

### **14.000 General Storage**

The store keeper currently assigned to the Hall of Justice will continue at the replacement jail.

## **B. RESULTS**

Appendix 6.4 contains the complete spreadsheet for each option by post organized by major functions matching the space list for the project. Table 5.1 summarizes this information for comparison to the existing staffing of CJ #3 and #4 combined. While the configuration of Option B and B.1 were considered separately, ultimately at this level of planning there were no evident differences in staffing between the two, so the summary table only reports Option B.

SAN FRANCISCO HALL OF JUSTICE REPLACEMENT JAIL STUDY

Table 1: Staffing Summary

	Job Class	Existing CJ #3 and #4 828 Beds		Test Fit Option A High Capacity 640 Beds		Test Fit Option B Medium Capacity 582 Beds	
		FTE	Item Cost	FTE	Item Cost	FTE	Item Cost
<b>Custody Division</b>							
Captain	8312	2	\$381,532	1.0	\$190,776	1.0	\$190,776
Lieutenant	8310	8	\$1,345,656	4.0	\$672,828	4.0	\$672,828
Sergeant	8308	9	\$1,337,103	7.0	\$1,039,969	7.0	\$1,039,969
Senior Deputy	8306	8	\$1,164,304	8.0	\$1,164,304	8.0	\$1,164,304
Deputy	8304	141	\$18,722,121	171.2	\$22,732,110	162.5	\$21,576,914
Subtotal Sworn		168	\$22,950,716	191.2	\$25,799,987	182.5	\$24,644,791
<b>Central Warrants Bureau</b>							
Sergeant	8308	1	\$148,567	1.0	\$148,567	1.0	\$148,567
Senior Deputy	8306	3	\$436,614	3.0	\$436,614	3.0	\$436,614
Deputy	8304	7	\$929,467	11.9	\$1,580,094	11.9	\$1,580,094
Document Examiner Technician	8109	1	\$101,030	1.0	\$101,030	1.0	\$101,030
Senior Legal Process Clerk	8108	22	\$2,039,290	22.0	\$2,039,290	22.0	\$2,039,290
Central Warrants Bureau Subtotal			\$3,654,968		\$4,305,595		\$4,305,595
<b>Central Records Unit</b>							
Sergeant	8308	1	\$148,567	1.0	\$148,567	1.0	\$148,567
Senior Deputy	8306	2	\$291,076	5.1	\$742,244	5.1	\$742,244
Document Examiner Technician	8109	0	\$0	1.0	\$101,030	1.0	\$101,030
Senior Legal Process Clerk	8108	0	\$0	12.0	\$1,112,340	12.0	\$1,112,340
Central Records Unit Subtotal			\$439,643		\$2,104,181		\$2,104,181
(Staffing Summary continued on following page)							

Classification	Job Class	Existing CJ #3 and #4 828 Beds		Test Fit Option A High Capacity 640 Beds		Test Fit Option B Medium Capacity 582 Beds	
		FTE	Item Cost	FTE	Item Cost	FTE	Item Cost
<b>Central Programs (not including deputies posted to program areas)</b>							
Rehab Services Coordinator	8420	1	\$125,240	4.0	\$500,960	4.0	\$500,960
<b>Central Programs (not including deputies posted to program areas)</b>							
Rehab Services Coordinator	8420	1	\$125,240	4.0	\$500,960	4.0	\$500,960
<b>Medical &amp; Mental Health (not including custody staff posted to medical areas)</b>							
Nurse Manager	2322	1.0	\$242,713	1.0	\$242,713	1.0	\$242,713
RN	2320	15.1	\$2,926,622	13.8	\$2,674,660	13.8	\$2,674,660
LVN	2312	7.8	\$831,051	11.8	\$1,257,231	11.8	\$1,257,231
Senior Physician	2232	1.0	\$276,262	1.0	\$276,262	1.0	\$276,262
Nurse Practitioner	2328	1.0	\$251,546	1.0	\$251,546	1.0	\$251,546
Dentist	2210	0.4	\$85,445	0.4	\$85,445	0.4	\$85,445
Dental Aide	2202	0.8	\$81,138	0.8	\$81,138	0.8	\$81,138
Porter	2736	0	\$0	3.0	\$249,360	3.0	\$249,360
Psych Manager	Cnr.	1.0	\$100,860	1.0	\$100,860	1.0	\$100,860
Therapist	Cnr.	3.0	\$258,300	3.0	\$258,300	3.0	\$258,300
JHS and JPS Subtotal			\$5,053,937		\$5,477,515		\$5,477,515
<b>Sheriff's Bureau of Building Services</b>							
Stationary Engineer	7334	0	\$0	2.0	\$227,470	2.0	\$227,470
<b>General Storage</b>							
Store Keeper	1934	1	\$86,200	1.0	\$86,200	1.0	\$86,200
<b>Total</b>			\$32,310,704		\$38,501,908		\$37,346,712
<b>Change From CJ# 3 &amp; #4</b>					\$6,191,204		\$5,036,008



## 5.2 Differences Between Options and Existing Staffing

As can be seen in Table 5.1, it is estimated that the replacement jail will cost from \$5.0 million to \$6.2 million per year more to staff than the combined CJ #3 and #4. There are aspects of the planned project that offset staffing costs as well as those that add costs. However, the dominant factor contributing to the increase is the change from intermittent supervision in CJ #3 and #4 to direct and indirect supervision pods at the replacement jail with a large proportion of special populations that require additional dedicated staffing to provide proper supervision. This is somewhat mitigated in comparison to CJ #5 by planning 64-bed housing pods in lieu of 48-bed pods for general population.

To illustrate, if the replacement jail hypothetically consisted of only 64-bed pods (but no shared staffing between pods on the midnight shift), 51 deputies would be required for housing posts. However, the replacement jail's program has 45% of its capacity in smaller pods with special staffing (only "psych communal" is staffed the same as a general population pod). Smaller units with higher staffing for that portion of the population is common in contemporary correctional systems. To supervise its mix of general and special populations, the replacement jail requires a total of 78.2 deputies, 27.2 more than our hypothetical comparison at a cost of \$3.61 million each year. The net result is a ratio of about one deputy per 4.2 inmates (exclusive of command and supervisory staff).

The staffing level for the replacement jail is also particularly noteworthy when comparing it with CJ #3 and #4, and the results are primarily due to a difference in supervision types. The operational assumption in podular, direct supervision housing pods (such as at CJ #5 and the replacement jail) is that all inmates can be seen by a deputy at all times, so a deputy always has to be posted to a unit. Deputies tour through housing blocks such in CJ #3 and #4 and see each inmate on an intermittent basis. CJ #3 and #4 are relatively staff efficient, with one deputy per 6 inmates, but safety is compromised whenever staff cannot directly see inmates.

The staffing ratio for CJ #5, which is a contemporary podular, direct supervision facility, is one deputy per 4.74 inmates. However, CJ #5 has a much lower proportion of special classification inmates than is proposed for the replacement jail. Thus, in large part the additional staffing is driven by the replacement jail improving on existing deficiencies.

The staffing ratios for the city's jails have been included to provide the reader with local context, but staffing ratios do not directly correlate with good jail management. As stated by the National Institute of Corrections (NIC):

*Neither NIC nor the American Corrections Association in their accreditation standards support staff/inmate ratios as a measurement of adequate staffing, post coverage, or supervision of inmates. NIC does not make any recommendations in terms of staff/inmate ratios.*

*The process for determining adequate staffing for a jail facility, and make it defensible, is to conduct a staffing analysis on a facility by facility basis. There are simply too many variables such as physical plant design, level of security, level of programs and activities, state and local standard and statutes, etc. to recommend a specific officer to inmate ratio.*

Further information about this topic can be found in the National Institute of Corrections' publication "Staffing Analysis Workbook for Jails", second edition. Appendix B. The Myth of Staff-to-Inmate Ratios (available at <http://nicic.gov/Library/016827>).

The other, quantifiable factors influencing staffing (both up and down) include:

- Consolidating the command staffing between CJ #3 and #4 results in a savings of 7 positions and \$1.16 million annually.
- The proposed staffing allocates 12.7 deputies costing \$1.69 million per year (and slightly more to Option A) to escort inmates between housing and Holding/Transport for court appearances as is normal in most jurisdictions. Current practices of using bailiffs and housing deputies on an "as available" basis will not be viable outside of the intermittent supervision model of CJ #3 and #4.
- The added central program area requires 2.7 custody and 4 program staff at a cost of \$0.86 million. This is consistent with the CJ #5 model, but adds to the staffing required for CJ #3 and #4 in order to further implement city and department policies to promote inmates' success in the community after release.
- SFSD is planning on a new model in order to better serve the community and the courts. The SFSD is planning on phasing this new work unit in the near future. Currently SFSD staff divide their time between custody and records processing. The new model will provide for the dedicated service of Central Records Unit with sworn staff management and civilian workers. The improved operational model will add 4.6 positions and \$0.16 million annually.
- Overall, the nursing coverage proposed by Jail Health Services adds 5.7 positions and \$0.42 million per year.
- The Sheriff's Bureau of Building Services proposes adding two stationary engineers at a cost of \$0.23 million per year.

# 6

APPENDIX

APPENDIX

6.1 Space List

Index #	Description	Space Standard	Option A High Capacity 714 ± Beds						Option B Medium Capacity 640 ± Beds						Option C Minimum Capacity 524 ± Beds						Comments
			Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	
			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			
1.000	<b>Holding/Transport</b>																				
	Total hold. capacity (w/o staging):	Cap:	180	Cells:	28	Plus staging		Cap:	180	Cells:	28	Plus staging		Cap:	180	Cells:	28	Plus staging	Cap. = 220 with staging cell		
1.001	Staging/Search (40 inmates)	8	40			40	320					40	320						320 Circulation & search		
1.002	Pedestrian Sallyport	250	40			1	250					1	250					1	250 16 inmate, 2 staff		
1.003	Staging Cell	10	40			40	400					40	400					40	400 Large cell for 40		
1.004	Search Room	64				2	128					2	128					2	128		
1.005	Interview Room	64				2	128					2	128					2	128		
1.006	16-Occupant Cell	160	16			4	640	16				4	640	16				4	640		
1.007	10-Occupant Cell	100	10			4	400	10				4	400	10				4	400		
1.008	8-Occupant Cell	80	8			4	320	8				4	320	8				4	320		
1.009	6-Occupant Cell	60	6			4	240	6				4	240	6				4	240		
1.010	4-Occupant Cell	50	4			2	100	4				2	100	4				2	100		
1.011	1-Occupant Cell	40	1			8	320	1				8	320	1				8	320 Up to 2 occupants		
1.012	ADA Cell	60	2			2	120	2				2	120	2				2	120		
1.013	Custody/Classif./Transport Office	48			9	9	432			9	9	432			9	9	432		432		
1.014	Storage	120				1	120					1	120					1	120 Reduced from 336 sf		
1.015	Staff Toilet	50				2	100					2	100					2	100		
1.016	Coffee Counter	20				1	20					1	20					1	20		
	Subtotal, Net Area						4,038					4,038					4,038		4,038		
	Departmental Area (+30%)						5,249					5,249					5,249		5,249		
2.000	<b>Public Lobby</b>																				
2.001	Lobby	400				1	400					1	400					1	400		
2.002	Public Reception Desk	48			1	1	48			1	1	48			1	1	48		48		
2.003	Secure Closet	48				1	48					1	48					1	48		
2.004	Small Conference	200				1	200	100				1	200					1	200 For 8		
2.005	Multi-purpose	1,000	100			1	1,000	100				1	1,000	100				1	1,000 Portable stage		
2.006	Multi-purpose Storage	200				1	200					1	200					1	200 Chairs, tables, stage		
	<b>Medical Discharge</b>																				
2.007	Asst. Medical Director	100			1	1	100			1	1	100			1	1	100		100 Enclosed office		
2.008	Medical Discharge Planning	128			2	1	128			2	1	128			2	1	128		128 Shared office for 2		
2.009	Medical Discharge Interview	70		1		1	70	1		1	1	70		1	1	1	70		70		
	<b>Other</b>																				
2.010	Public Restrooms	120				2	240					2	240					2	240 Male and female		
2.011	Staff Sallyport	120				1	120					1	120					1	120 To inmate areas		
2.012	Gun Locker Room	200				1	200					1	200					1	200 All deputies & visitors		
2.013	Separate Staff Entry	180				1	180					1	180					1	180		
2.014	Bike Parking Room	288				1	288					1	288					1	288 For 16 - vertical		
	Subtotal, Net Area						3,222					3,222					3,222		3,222		
	Departmental Area (+20%)						3,866					3,866					3,866		3,866		
3.000	<b>Visiting</b>																				
3.001	Visiting Reception Counter	80			1	1	80				1	1	80					1	80		
3.002	Metal Detector	30			1	1	30				1	1	30					1	30		
3.003	Public Waiting	15	20			20	300	20				18	270	20			15	225	225		
3.004	Public Lockers	60				1	60					1	60					1	60		
3.005	Video Visiting Booths	15				10	150					9	135				8	120	120 Public use booths		
3.006	Non-Contact Visiting Booths	32				10	320					9	288				8	256	256		
3.007	Non-Contact Visit Booths ADA	50				2	100					2	100				2	100	100		
3.008	Attorney Visiting - Contact	80				2	160					2	160				2	160	160		
3.009	Attorney Visiting - Non-Contact	50				2	100					2	100				2	100	100		
3.010	Child Visiting - Contact	120				2	240					2	240				2	240	240		
3.011	Temporary Holding Cells	80				2	160					2	160				2	160	160 For staging		
3.012	Inmate Search Room	50				1	50					1	50				1	50	50		
3.013	Morrissey Hearings/LE interv.	150				1	150					1	150				1	150	150 Enclosed - no view		
	Subtotal, Net Area						1,900					1,823					1,731		1,731		
	Departmental Area (+30%)						2,470					2,370					2,250		2,250		

# SAN FRANCISCO HALL OF JUSTICE REPLACEMENT JAIL STUDY

Index #	Description	Space Standard	Option A High Capacity 714 ± Beds						Option B Medium Capacity 640 ± Beds						Option C Minimum Capacity 524 ± Beds						Comments
			Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	
			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			
<b>4.000</b>	<b>Central Records &amp; Warrants</b>																				
	<b>Shared Public Areas</b>																				
4.001	Public Counter Windows	60				4	240				4	240				4	240				
4.002	Enclosed/Private Counter/ADA	80				1	80				1	80				1	80				
	<b>Central Warrants Office</b>																				
4.003	Group Office	48			2	10	6	288		2	10	6	288			2	10	6	288	6 workstations	
4.004	Scanning Stations	48					96				2	96				2	96			Store Solution - 8	
4.005	File Room (secure)	80					80				1	80				1	80				
4.006	Command/Supv. Office	100				1	100				1	100				1	100				
	<b>Central Records Office</b>																				
4.007	Group Office	48			4	2	6	288		4	2	6	288			4	2	6	288	6 workstations	
4.008	File Room (secure)	80					80				1	80				1	80			Store Solution - 8	
4.009	Command/Supervisor Office	100				1	100				1	100				1	100				
	<b>Shared Support</b>																				
4.010	Supply Storage	60					60				1	60				1	60				
4.011	Fax/Copy/Print	80					80				1	80				1	80			Shared	
4.012	Break Room (civilian staff)	150					150				1	150				1	150			Coffee counter, lockers	
	Subtotal, Net Area						1,642					1,642					1,642				
	Departmental Area (+30%)						2,135					2,135					2,135				
<b>5.000</b>	<b>Operations Administration</b>																				
	<b>Administration</b>																				
5.001	Reception & Clerical	150	2		1		150			1	1	150			1	1	150				
5.002	Jail Commander	300				1	300				1	300			1	300				Capt w/toilet, closet	
5.003	Watch Commanders	128				2	256			2	2	256			2	2	256			Lieutenants, 2/office	
5.004	Sergeants' Offices	128				2	256			2	2	256			2	2	256			Sergeants, 2/office	
5.005	Group Administrative Office	250			3	1	250			3	1	250			3	1	250			3 desks & 3 locked lat. files	
5.006	Special Assignment	128			2	1	128			2	1	128			2	1	128				
5.007	Report Writing	100			3	1	100			3	1	100			3	1	100				
5.008	Transport Unit Commander	120			1	1	120			1	1	120			1	1	120				
5.009	Conference/Incident Command	250				1	250				1	250				1	250			12 occupants	
5.010	Records Storage	120				1	120				1	120				1	120				
5.011	Copy, Mail & Supplies	120				1	120				1	120				1	120				
	<b>Control</b>																				
5.012	Sallyport	90				1	90				1	90				1	90			Staff to secure areas	
5.013	Central Control Room	250			2	1	250			2	1	250			2	1	250				
5.014	Staff Toilet	50				1	50				1	50				1	50				
5.015	Electronic Equipment	120				1	120				1	120				1	120				
	Subtotal, Net Area						2,560					2,560					2,560				
	Departmental Area (+25%)						3,200					3,200					3,200				
<b>6.000</b>	<b>Staff Support</b>																				
6.001	Muster/Tactical Command Post	15			10	35	45	675				41	615			41	615				
6.002	Tactical Equipment & Safety Room	250					250				1	250			1	250				Armory; SCBA, Striker chair	
6.003	Key Room	64					64				1	64			1	64				Key cab, master sets	
6.004	Evidence Closet	48					48				1	48			1	48				Locked	
6.005	Exercise Room/Gym	600					600				0.9	540			0.75	450					
6.006	Locker Room 1 - Male	12				180	2,160				162	1,944			135	1,620					
6.007	Shower/Toilet 1 - Male	300				1	300				1	300			1	300				2 T, 2 U, 2 Lav, 2 Sh	
6.008	Locker Room 2 - Female	12				70	840				63	756			52.5	630					
6.009	Shower/Toilet 2 - Female	200				1	200				1	200			1	200				2 T, 2 Lav, 1 Sh	
6.010	Locker Room 3 - Reassignable	12				50	600				45	540			37.5	450					
6.011	Shower/Toilet 3 - Reassignable	100				1	100				1	100			1	100				1 T, 1 Lav, 1 Sh	
6.012	Bunk Room	90				2	180				2	180			2	180					
6.013	Staff Dining Seating (40)	15				40	600				36	540			30	450					
6.014	Staff Dining - Vending	30				1	30				1	30			0.75	23					
6.015	Staff Dining - Preparation	50				1	50				0.9	45			0.75	38					
	Subtotal, Net Area						6,697					6,152				5,417					
	Departmental Area (+20%)						8,036					7,382				6,500					

# SAN FRANCISCO HALL OF JUSTICE REPLACEMENT JAIL STUDY

Index #	Description	Space Standard	Option A High Capacity 714 ± Beds					Option B Medium Capacity 640 ± Beds					Option C Minimum Capacity 524 ± Beds					Comments			
			Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	
			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff				Deputies
<b>7.000</b>	<b>Central Programs</b>																				
	<b>Shared Support</b>																				
7.001	Copy/Supplies	100				1	100				1	100				1	100				
7.002	Staff Toilets	50				2	100				2	100				2	100				
7.003	Coffee Counter + Lockers	80				1	80				1	80				1	80				
	<b>Education</b>																				
7.004	Support Staff	48			5	5	240			5	5	240			5	5	240				
7.005	Principal	120			1	1	120			1	1	120			1	1	120		Enclosed office		
7.006	Operations Coordinator	100			1	1	100			1	1	100			1	1	100		Enclosed office		
7.007	Teacher's Prep	48				8	384				7	336			6	288	8 desks/carrels				
7.008	Central Classrooms	576				4	2,304				4	2,304			3	1,728	20-24 occupants				
7.009	Computer Classroom	576				1	576				1	576			1	576	20-24 occupants				
7.010	Vocational Classroom	576				1	576				1	576			1	576	20-24 occupants				
7.011	Inmate Toilets	50				2	100				2	100			2	100					
7.012	Custody Staff School Post	60				1	60				1	60			1	60					
	<b>Program Support</b>																				
7.013	Program Coordinator	128			2	1	128			2	1	128			2	1	128		Enclosed with 2 occ.		
7.014	Library (book storage)	120				1	120				1	120			1	120					
7.015	Provider Office - Group	48				3	144				3	144			3	144					
7.016	Program Storage	80				1	80				1	80			1	80			Cabinets in 7.015 Provider Office		
	Subtotal, Net Area						5,212					5,164				4,540					
	Departmental Area (+25%)						6,515					6,455				5,675					

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			Public	Inmates	Civ. Staff	Deputies	No. Units	Net Area	Public	Inmates	Civ. Staff	Deputies	No. Units	Net Area	Public	Inmates	Civ. Staff		Deputies	No. Units
<b>8.000</b>	<b>Medical &amp; Mental Health</b>																			
	<b>Outpatient Treatment Areas</b>		Cap: 20					Cap: 20					Cap: 20							
8.001	8-Occupant Holding Cell	192				8	192				8	192				8	192			
8.002	4-Occupant Holding Cell	112				4	224				4	224				4	224			
8.003	ADA Holding Cell	60				2	120				2	120				2	120			
8.004	Restraint Chair Alcove/Closet	16				1	16				1	16				1	16			
8.005	Gurney Alcove/Closet	48				1	48				1	48				1	48			
8.006	Nurses' Station	208			4	1	208			4	1	208			4	1	208		3 nurses, 1 clerk	
8.007	Deputy Station	48				1	48				1	48				1	48			
8.008	Treatment Room	288				1	288				1	288				1	288			
8.009	Clinician Exam	144			3	3	432			3	3	432			3	3	288		Exam table & sm. desk	
8.010	Ice Machine	12				1	12				1	12				1	12			
8.011	Interview Room	80				1	160				1	160				1	160			
8.012	Three-chair Dental Suite	400				1	400				1	400				1	400			
8.013	Pump and Vacuum	80				1	80				1	80				1	80			
8.014	Dental Tool Room	80				1	160				1	160				1	160			
8.015	Laboratory	120				1	120				1	120				1	120		Toilet adjacent	
8.016	Patient Toilet	50				1	50				1	50				1	50			
8.017	Eye-wash/Shower Alcove	16				1	16				1	16				1	16			
8.018	Safety Cell	80				7	560				6	480				5	400			
	<b>Medical Support Areas</b>																			
8.019	Pharmacy (Work Room)	300				2	300				2	300				2	300		Packaged at San Bruno	
8.020	Pharmacy Office	100				1	100				1	100				1	100			
8.021	Pharmacy Sallyport	60				1	60				1	60				1	60			
8.022	Pharmacy Med Room	280				1	280				3	280				3	280		Staging for 5 carts	
8.023	Medical Supply Storage	400				1	400				1	400				1	400			

(Medical continues next page)

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Index #	Description	Space Standard	Option A High Capacity 714 ± Beds					Option B Medium Capacity 640 ± Beds					Option C Minimum Capacity 524 ± Beds					Comments			
			Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	
			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff				Deputies
<b>Medical (continued)</b>																					
8.024	Medical Emergency Supplies	120					1	120							1	120					
8.025	Dirty Store Room	80					1	80							1	80					
8.026	Oxygen Generator Room	60					1	60							1	60					
8.027	Maintenance Storage	120					1	120							1	120					
8.028	Medical Porter Janitor Closet	60					1	60							1	60					
<b>Staff Areas</b>																					
8.029	Nurse Manager Office	120			1		1	120		1					1	120					
8.030	Psych Manager Office	120					1	120							1	120					
8.031	Psych. Group Office	48			4		4	192		4			4		4	192					
8.032	Medical Records	360					0	0							0	0		0 Assumed to be electronic or off-site			
8.033	Charting	36					4	144							4	144		4 workstations & copier			
8.034	Copy & Supplies	120					1	120							1	120		With shredder & bins			
8.035	Coffee Ctr. w/Lockers	120						120							0.75	108		90 20 half-high lockers			
8.036	Shared Conference Room	360					1	360							0.75	324		270 18 occupants			
8.037	Staff Toilets	50					2	100							2	100					
Subtotal, Net Area								5,990								5,862		5,566			
Departmental Area (+35%)								8,087								7,914		7,514			

<b>STANDARD HOUSING PODS</b>																		
9.000	32-Cell Housing Pod	(with mezzanine - sized for double occupancy at 64 beds)																
9.001	Secure Sallyport Entrance	80					1	80									1	80
9.002	Double Occupancy Cells	70					31	2,170							31	2,170		64 inmates
9.003	ADA Double Occupancy Cell	105					1	105							1	105		
9.004	Dayroom	35	64				64	2,240	64					64	2,240	64		64 inmates
9.005	Standard Shower/Change	20					2	40						2	40			40 1:20; 4 showers/pod
9.006	ADA Shower/Change	30					2	60						2	60			60 1:20; 4 showers/pod
9.007	Deputy Station	120				2	1	120							2	1		120 Open in dayroom
9.008	Deputy Toilet	50					1	50							2	1		50
9.009	Phone/Video Stations	20					4	80							4	80		
9.010	Interview/Contact Visit Rooms	80					3	240							3	240		
9.011	Multipurpose Room	288					1	288							1	288		10-12 occupants
9.012	Janitor Closet	40					2	80							2	80		80 1 each level
Interior Subtotal, Net Area								5,553								5,553		5,553
Departmental Area (+45%)								8,052								8,052		8,052
<b>Housing Pod Outdoor &amp; Service Space</b>																		
9.013	Outdoor Recreation	600					1	600							1	600		600 15' clear ht.; 600 sf min
9.014	Outdoor Recreation Toilet	40					1	40							1	40		40 Low privacy screen
9.015	Utility Service Corridor	0					1	0							1	0		0 3' x 70' ea. level
Subtotal, Outdoor & Service								640								640		640
<b>Total Departm. Area Per Pod</b>								<b>8,692</b>								<b>8,692</b>		<b>8,692</b>

Note: 3 pods are divided into 2 sub-pods at 16 cells each with enclosed deputy stations for higher security and small population classifications. Each has an ADA shower, video visiting booths, and stairs to a mezzanine.

<b>Shared by Pairs of Pods</b>																		
9.016	Medical Exam	120					1	120							1	120		
9.017	Classroom	576	24				1	576	24					24	1	576		Access from sallyport
9.018	Holding Cell	40					1	40							1	40		2/ floor
9.018	Shared Storeroom	70					0.5	35							0.5	35		1 per floor/combined
9.019	Safety Equipment Room	50					0.5	25							0.5	13		1 per floor/combined
Subtotal, Net Area								796								784		777
Departmental Area (+45%)								1,154								1,136		1,127

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			Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	
			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff				Deputies
<b>Pair of Pods - Total Area</b>																					
	Subtotal, Net Area																				
	Departmental Area (+45%)																			2 pods + shared space	
	12,542																			12,523	
	17,898																			17,871	
<b>Total Area Std. Housing</b>																					
	Number of Pairs																				5.0
	Subtotal, Net Area																				62,710
	Departmental Area (+45%)																				89,490
	4.0																				50,118
	3.5																				43,831
	62,549																				71,520

SPECIAL HOUSING PODS (single level)																							
10.000	16-Cell Housing Pod <sup>1</sup>																				(Note: one pod is divided into 2 sub-pods at 8 cells each)		
10.001	Secure Sallyport Entrance	80																			1	80	
10.002	Single or Double Occupancy Cell <sup>2</sup>	70																			14	980	
10.003	ADA Single Occupancy Cell	105																			2	210	
10.004	Dayroom <sup>3</sup>	35																			64	2,240	
10.005	ADA Shower/Change	30																			2	60	
10.006	Enclosed Deputy Station	80																			1	80	
10.007	Deputy Toilet	50																			0.5	25	
10.008	Phone/Video Stations	20																			4	80	
10.009	Interview/Contact Visit	80																			4	320	
10.010	Janitor Closet	70																			1	70	
	Interior Subtotal, Net Area																					4,145	
	Departmental Area (+45%)																					6,010	
<b>Housing Pod Outdoor &amp; Service Space</b>																							
10.011	Outdoor Recreation	600																				1	600
10.012	Outdoor Rec Toilet	40																				1	40
10.013	Utility Service Corridor	420																				1	420
	Subtotal, Outdoor & Service																						1,060
	<b>Total Departm. Area Per Pod</b>																						<b>7,070</b>

- One 16-cell pod is divided into 2 sub-pods at 8 cells each. The two sub-pods will share one enclosed deputy station. Each has 1 ADA shower and 2 video visiting stations.
- One pod assigned to Med/Psych Sub Acute will have four cells specially fitted as medical isolation cells with anterooms and negative pressure. These cells with their anterooms will be 288 square feet each, but the overall footprint of the housing pod is expected to remain the same.
- Although the maximum number of inmates would be 32, the space allocation reflects the assumption that the footprint and therefore space allocation for the day room will be the same as for a mezzanine pod.

Shared by Pairs of Pods (32 cells)																							
10.014	Medical Exam	120																				1	120
10.015	Multipurpose Room	240																				1	240
10.016	Holding Cell	40																				2	80
10.017	Shared Storeroom	70																				1	70
10.018	Safety Equipment Room	50																				1	50
	Subtotal, Net Area																						560
	Departmental Area (+45%)																						812
<b>Two Pairs of Pods - Total Area</b>																							
	Subtotal, Net Area																						9,910
	Departmental Area (+45%)																						14,952
	(includes two pods plus shared)																						14,952
<b>Total Area Special Housing (4 pods - 64 cells)</b>																							
	Subtotal, Net Area																						19,820
	Departmental Area (+45%)																						29,904



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			Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	Persons Served per Area				No. Units	Net Area	
			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff				Deputies
11.000	<b>Kitchen<sup>1</sup></b>																				
11.001	Dry Food Storage	750				1	750				0.9	675				0.75	563		Based on 90% of CJ #5		
11.002	Refrigerators - Larger	340				2	680				1	340				1	340		Based on 90% of CJ #5		
11.003	Refrigerators - Smaller	120				3	360				3	360				3	360				
11.004	Freezers	220				2	440				2	440				2	440				
11.005	Cleaning Chemical Storage	60				1	60				1	60				1	60				
	<b>Vendor Office</b>																				
11.006	Food Service Director's Office	100			10	1	100			10	1	100			10	1	100		Enclosed office		
11.007	Staff Office - 1 wksta., file/ rack	150				1	150				1	150				1	150		Serves as breakroom; lockers		
11.008	Deputy Station	80				1	80				1	80				1	80		View of work areas		
11.009	Staff toilets (unisex)	50				2	100			1	2	100				2	100				
11.010	Inmate toilets (unisex)	50				2	100				2	100				2	100				
	<b>Preparation</b>																				
11.011	Counters/Tables	18				3	54				3	54				3	54		(3) 3' X 6' preparation tables		
11.012	Storage Rack for Equipment	15				1	15				1	15				1	15				
	<b>Cooking</b>																				
11.013	Kettles	25				4	100				4	100				3	75		4 at 100 gallon		
11.014	Tilting Skillets	25				2	50				2	50				2	50		2 at 40 gallon		
11.015	Double Stack Convection Oven	20				5	100				5	100				4	80		10 ovens; stacked 2 high		
11.016	Food Warmers	15				3	45				3	45				3	45		Hold bulk food		
11.017	Hand Wash Sink	15				3	45				3	45				3	45		At entry, cooking, serving		
11.018	Staff Food Preparation	120				1	120				1	120				1	120				
	<b>Baking (contiguous with Cooking)</b>																				
11.019	Floor Mixer	20				1	20				1	20				1	20		80 quart		
11.020	Scale	15				1	15				1	15				1	15		Floor mounted		
11.021	Worktables	18				2	36				1	18				1	18				
	<i>Continues on next page</i>																				

1 See also 0.000 Outside Building below for loading Sallyport and shared loading dock associated with kitchen operations.

11.000	<b>Kitchen (continued)</b>																		
11.022	Sheet Pan Storage	15				1	15				1	15				1	15		
11.023	Culinary Classroom/Inmate Breakroom	300		8		1	300		8		1	300		8		1	300		Table(s)
	<b>Serving/Tray Preparation</b>																		
11.024	Tray Line	320				1	320				1	320				1	320		Access to housing/elevator
11.025	Food Warmers	120				1	120				1	120				1	120		18' x 2' - double sided
	<b>Ware Washing (Wet Area)</b>																		Gravity roller
11.026	Tray Wash Machine	170				1	170				1	170				1	170		
11.027	3-Compartment Sink	120				1	120				1	120				1	120		
11.028	Cart Wash Area	100				1	100				1	100				1	100		
11.029	Tray Storage	24				8	192				8	192				6	144		
11.030	Tray Cart Staging	15				13	195				12	180				9	135		1 per housing pod
11.031	Pot & Pan Storage	24				4	96				3	72				3	72		
	<b>Waste Area</b>																		
11.032	Recycling, Trash, and Compost Staging	150				1	150				1	150				1	150		Recycling (2) 96 gal. drums Trash (3) 96 gal. drums Compost (3) 64 gal. drums
	Subtotal, Net Area						5,198					4,726					4,476		
	Departmental Area (+20%)						6,238					5,671					5,371		

12.000	<b>Laundry</b>																		
	<b>Washer Area</b>																		
12.001	Washers	288				1	288				0.9	259				0.75	216		Add 1 more large for CJ #2
12.002	Carts	12				6	72				6	72				5	60		6 at a time
12.003	Circulation & Staging	300				1	300				0.9	270				0.75	225		
12.004	Soap/Compressor Pumps	120				1	120				1	120				1	120		With air dryer & eye wash
	<b>Dryer Area</b>																		
12.005	Dryers	250				1	250				0.9	225				0.75	188		Add 1 or 2 more for CJ #2
12.006	Carts	12				6	72				1	12				1	12		6 at a time
12.007	Folding Tables	15				3	45				3	45				3	45		

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			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			Public	Inmates	Civ. Staff	Deputies			
12.008	Circulation & Staging	300					1	300					0.9	270					0.75	225	
12.009	Lint Collector	100					1	100					1	100					1	100	
12.010	Laundry Office	80				2	1	80				2	1	80				2	1	80	
12.011	Mop room	80					1	80					1	80					1	80	
12.012	Inmate toilet	50					1	50					1	50					1	50	
12.013	Clean Clothing Storage	144					1	144					1	144					1	144	
	Subtotal, Net Area							1,901					1,727						1,545		
	Departmental Area (+20%)							2,281					2,073						1,853		
13.000	Building Services																				
13.001	Plumbing Shop	250					1	250					1	250					1	250	
13.002	Mechanical Shop	400					1	400					1	400					1	400	
13.003	Mechanical Stores	346					1	346					1	346					1	346	
13.004	Rooftop Maintenance Stores	100					1	100					1	100					1	100	Sallyport vestibule
	Subtotal, Net Area							1,096					1,096						1,096		
	Departmental Area (+10%)							1,206					1,206						1,206		
14.000	General Storage																				
14.001	General Storeroom	980					1	980					0.9	882					0.75	735	Industrial Racks
14.002	Secure Storage	500					1	500					0.9	450					0.75	375	Fenced area in General Store.
14.003	Locked Cabinets	120					1	120					0.9	108					0.75	90	Cabinets in Secure Storage
14.004	Loader Parking	50					1	50					1	50					1	50	Forklift & pallet jack in Gen. Stor.
14.005	Stores Office	150				3	1	150			3		1	150			3		1	150	3 workstations and files
14.006	Inmate Table	64					1	64					1	64					1	64	Area in General Storage
14.007	Toilet	50					1	50					1	50					1	50	
14.008	Commissary Staging & Carts	120					1	120					1	120					1	120	Separate room w/ dock access
14.009	Haz/Chem Storage w/ Eyewash	80					1	80					1	80					1	80	Separate room
	Subtotal, Net Area <sup>1</sup>							1,057					977							857	
	Departmental Area (+10%)							1,163					1,075							943	

<sup>1</sup> The Subtotal, Net Area is divided in half with the assumption that 1,800± square feet of storage will be located at CJ #2.

0.000 Outside Building Envelope [not included in area totals]																					
0.001	Transport Sallyport	7,000					1	7,000					0.9	6,300					0.75	5,250	2 buses, 2 vans, 2 patrol
0.002	Parking - Command Staff	350					0	0					0	0					0	0	Fleet vehicles (not in this project)
0.003	Loading Sallyport	4,000					1	4,000					1	4,000					1	4,000	1 semi tractor w/ trailer
0.004	Shared Loading Dock	400					1	400					1	400					1	400	
0.005	Compactor	150					1	150					1	150					1	150	
0.006	Recycling	144					1	144					1	144					1	144	
0.007	Can wash area	120					1	120					1	120					1	120	
0.008	Bike Parking	120					1	120					1	120					1	120	Verify requirement
0.009	Tunnel	3,000					1	3,000					1	3,000					1	3,000	
	Subtotal, Net Area							14,934					14,234							13,184	
	Departmental Area (+10%)							16,427					15,657							14,502	

## 6.2 Finishes and Equipment Requirements

### Introduction

Chapter 2 Overall Requirements presents a general discussion of the quality of construction, assemblies, and finishes for three district types of areas in the replacement jail. This chapter provides additional information for types of rooms that occur in multiples throughout the facility or for specific rooms that only occur once, including:

- finish and hardware requirements that vary from the norms described in Chapter 2 Overall Requirements;
- fixed equipment to be provided; and
- moveable furnishings that planning must accommodate.

### A01: Housing Pod Cells

Floor: High-build urethane paint  
 Walls: High-build urethane paint  
 Ceiling: High-build urethane paint  
 Hardware: Detention grade  
 Equipment: Full glazed cell fronts with detention grade glazing and frames  
 Detention door with 2 view panels, flush pull, cuff and feeding tray port, speaker port, and closer with track  
 Steel bunks welded to embeds in wall with attached steel locker (2 bunks per cell for most cells, imbeds for second bunks in all single cells). Bunks are steel with solid pans and no gaps for an inmate to attach to in order to attempt suicide.  
 1 steel desk with fixed seat  
 Stainless steel anti-suicide and anti-flood combo plumbing unit w/ top that serves as a shelf  
 Stainless steel suicide resistant grab bars at ADA cells  
 Stainless steel modesty panel at toilet  
 Polished stainless steel mirror  
 4 steel friction ball clothing hooks  
 1 floor drain per each 4 cells on the dayroom side  
 Smoke detector in the exhaust duct of each cell with an access door for service.

### A02: Housing Pod Dayrooms

Floor: Sealed concrete  
 Walls: High-build urethane paint to 10 feet above floor – then standard paint  
 Ceiling: High-build urethane paint within 10 feet above floor –standard paint at greater ceiling heights  
 Hardware: Detention grade  
 Equipment: Visually open riser steel stairs from main floor to mezzanine  
 Steel stair intermediate rails to be vertically oriented  
 Full height mezzanine detention glass screen to 1 foot of ceiling in hollow metal frame  
 4 person stainless steel tables to seat pod population at one time  
 TV's as required for full pod viewing with steel wall mounting – located high on dayroom walls and as designated for special pods where inmates will be held in the cells.  
 8 foot long stainless steel wet counter with sink and on-demand hot water dispenser, with cabinet storage below

Acoustical sound absorptive material high on walls and/or on ceiling  
All housing pod mezzanines shall have a path of travel to at least one of the building's elevators  
Video visiting stations to be wall mounted on painted backboard  
Privacy panels each side of every telephone and video visiting booth  
Deputy station built into the dayroom, raised for visibility. Provide locking storage cabinet accessible to housing pod deputy for incidental supplies such as toilet paper, toothpaste, and a limited number of clothing and linen items.

Furnishings: Plastic detention grade chairs to seat pod population plus 2

### **A03: Inmate Showers**

Floor: Epoxy coating over epoxy mortar sloped to drain and coved to wall  
Walls: High-build epoxy paint  
Ceiling: High-build epoxy paint  
Doors: Detention grade stainless steel door with obscured polycarbonate vision panel and cuffing slot with 2" undercut to enhance ventilation.  
Hardware: Detention grade  
Equipment: Built-in concrete seat in ADA showers  
Drying area, protected from the spray, with a fixed bench or seat  
2 steel friction ball clothing/towel hooks

### **A04: Deputy Stations**

Finishes: Same as dayroom  
Equipment: Semi-enclosed custom extra heavy duty control station  
Ergonomic security electronic controls on raised pedestal for the following, but not limited to:  
cell door controls and other pod control functions  
dayroom and cell lighting controls  
inmate telephone and video visiting station controls  
security monitoring  
fire/life safety systems monitoring  
LAN access for desktop computer  
Cabinet and drawers for minor office supplies and forms

### **A05: Inmate Interview Rooms**

Floor: Carpet tile  
Walls: High-build urethane paint  
Ceiling: Secure assembly with perforated metal panels backed with acoustical batts  
Hardware: Detention  
Equipment: Detention grade built-in seating/desk

### **A06: Multi-Purpose, Conference rooms, and Classrooms (inmate use)**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Secure ceiling with applied acoustic material  
Hardware: Detention

Equipment: Lockable steel cabinet (4'x6'x8' tall) with sloped top  
Magnetic chalk board  
Duress alarm

Lighting controls –Dimmable lighting, minimum 2 fc at all times.

### **A07: Janitor Closets**

Floor: Epoxy coating over epoxy mortar sloped to floor drain and coved to wall  
Walls: Epoxy paint  
Ceiling: Epoxy paint  
Hardware: Detention  
Equipment: Floor sink with a faucet that also serves as a hose bib with mop hanger above  
Floor drain  
Shelves  
Clearance for hose under door when door is locked  
Correctional grade soap dispensing system that will provide pre-mixed dosages of CCSF/SFSD approved cleaning solutions to spray bottles or mop buckets  
100% outside exhaust  
110v power outlet outside of room switched from officers station

### **A08: Holding Cells (including staging cell)**

Floor: Epoxy mortared sloped to drain with urethane top coat  
Walls: High-build urethane paint  
Ceiling: High-build urethane paint  
Hardware: Detention  
Equipment: Detention door with view panel and cuff port  
18 linear inches of fixed stainless steel bench seating per detainee for the rated capacity of each staging and holding cell  
Stainless steel combination correctional toilet and wash basin with bubbler  
ADA cells: Stainless steel suicide resistant grab bars at toilet  
Stainless steel modesty panel at toilet  
Floor drain  
Security electronics

### **A09: Safety Cells**

Floor: Safety padding  
Walls: Safety padding  
Ceiling: Safety padding  
Hardware: Detention  
Equipment: Detention door with view panel and cuff port  
Added view port into cell back for cell checks from adjacent area  
Floor drain

**A10: Staff Toilets at Inmate Areas**

Floor: Vinyl Composite Tile  
Walls: Paint  
Ceiling: Paint  
Hardware: Institutional  
Equipment: Heavy duty wall mounted hangers for deputy duty belts and coats

**A11: Central Control**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Detention – electronically and manually keyed, access from within entry sallyport  
Equipment: 2 person post – one controls perimeter and general access, the other interior movement  
2 workstations – control panel turrets with complementary control systems  
8 foot long counter for facility drawing review  
Controls include all video observation, door controls, communications, fire alarm and life safety monitoring, housing pod takeover, elevator override, water shut-offs, etc.  
Switches and relays are currently preferred to control most functions, but SFSD may consider computer-based, touchscreen technology at the appropriate time for this project. \*

**A12: Staff Entry**

Floor: Vinyl Composite Tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: Magnetometer and parcel x-ray for civilian staff and official visitors and packages entering facility perimeter (may use shared equipment listed for Public Lobby)

**A13: Gun Locker Room**

Floor: Rubber flooring, full assembly ballistic resistant  
Walls: Ballistic fiberglass backing with solid wood paneling  
Ceiling: Acoustic, full assembly ballistic resistant  
Hardware: Institutional  
Equipment: (105) gun lockers (or sufficient for highest count of sworn staff on two shifts)

**A14: Sallyports**

Floor: Sealed concrete or vinyl composition tile  
Walls: Paint  
Ceiling: Security  
Hardware: Detention  
Equipment: Interlocking detention steel doors with detention glass view panes; sliding operation where inmates are escorted, swinging operation where no inmates pass  
detention hollow metal frames  
Full camera coverage and intercom communications inside and out  
(16) handgun lockers and (6) rifle lockers in vehicle area near entrance to pedestrian sallyport

**A15: Vehicle Sallyport - Loading**

Floor: Concrete  
Walls: Paint to 8 feet high where interior or below building  
Ceiling: Exposed structure and/or steel security screening  
Hardware: Detention  
Equipment: This is an intermediate security zone for entering the jail – as such it is to receive camera coverage and operable security grade gates, doors and devices  
Steel security screening to cover exterior portions of the vehicle and loading area  
Trash compacter

**A16: Corridors**

Floor: Vinyl composition tile, epoxy or urethane at corridors immediate to the kitchen and laundry  
Walls: Paint  
Ceiling: Secure assembly with perforated metal panels backed with acoustical batts  
Hardware: Institutional  
Equipment: Closed circuit video camera coverage  
Duress alarm activators  
Wall guards and bollards along path of food carts

**A17: Coffee Counter & Lockers**

Floor: Vinyl Composite Tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Commercial  
Equipment: (24) half lockers  
4 foot counter with sink, base and upper cabinets  
Under counter refrigerator

**A18: Custody Staff School Post**

Floor: Vinyl Composite Tile  
Walls: Not applicable  
Ceiling: To match surrounding  
Hardware: Not applicable  
Equipment: CCTV monitor  
Security electronics to be determined in subsequent phases

**A19: Library**

Floor: Vinyl Composite Tile  
Walls: Paint  
Ceiling: Exposed structure  
Hardware: Commercial  
Equipment: Heavy gage steel open face shelving bolted in place

**A20: Program Storage**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: (6) 24" d. X 36" w. locking storage cabinets

**A21: Medical**

Floor: Hospital grade sheet vinyl with covered base  
Walls: Clinical spaces (inmate contact): High-build urethane paint  
Other areas: Premium prime coat and semi-gloss, high solids top coat  
Treatment Room and Dental Suite: X-ray shielding  
Ceiling: Painted  
Hardware: Institutional  
Equipment: Entry - shower/eyewash  
Outpatient Treatment Area – distribution system for medical gasses and vacuum  
Gurney Alcove/Closet – wall protection system  
Nurses Station - power and data for a combination copier/printer/fax

Treatment Room:  
8 ft long base & upper cabinets with counter and sink  
exam light  
x-ray machine  
duress alarm  
supply ductwork to be externally insulated

Clinican Exam - cabinet with overhead cabinet, a sink, and a duress alarm

Dental Suite – three 6 ft long lower & upper cabinets and a duress alarm

Pump and Vacuum:

Compressor  
Vacuum

Dental Tool Room:

Compressor  
Vacuum  
Drier

Pharmacy Med Room

Approximately 46 linear feet of 5 shelf shelving and locking cabinets  
Custom Pharmacy picking station to be detailed in later phases

Coffee Counter w/ Lockers:

(20) half lockers  
4 foot counter with sink, base and upper cabinets  
Under counter refrigerator

Furnishings: Treatment Room – exam bed

8 ft long lower & upper cabinets, exam bed, exam light, x-ray machine, sink, and duress alarm

Pharmacy Med Room – (3) medical grade refrigerators (one located with cart staging)

Acoustics: Exam rooms shall have an STC of 50 or higher to maintain confidentiality from surrounding spaces. Care must be taken in detailing the finishes, electrical, and mechanical systems to avoid transmission paths.



**A22: Medical Isolation Cells**

Floor: High-build urethane paint over sloping epoxy grout with medical cove base  
Walls: High-build urethane paint  
Ceiling: High-build urethane paint  
Hardware: Detention  
Equipment: Vestibule for each cell with detention door, hollow metal frames, food and speaking ports, and detention glass  
Negative air pressure in cells with air system monitoring annunciating at local deputy's station and BMS network  
Institutional showers with floors sloped to drain and toilets modeled on CJ #5  
Sink in vestibule with infrared sensor controls  
Duress alarms

**A23: Administrative Offices and Work Areas**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: 3'x4' white board in each private office  
Built-in wire management for power, phone and data on two walls of all rooms  
Jail Commander's Office – Cable/MATV

**A24: Group Administrative Office:**

duress and fire alarm annunciation panels  
coffee counter with sink, base and upper cabinets, under-counter refrigerator  
Report Writing – 10' seated height work counter for 3 computers  
Conference/Incident Command:  
(2) flat display monitors in lieu of screen  
Other equipment same as administrative conference rooms below  
Copy, Mail & Supplies – 10 linear feet work counter with locking base and upper cabinets, ~160 staff mail slots  
Furnishings: Group Administrative Office:  
(3) shared desks with task chairs  
(3) lateral file drawers  
Acoustics: Private offices shall have an STC of 50 or higher to maintain confidentiality from surrounding spaces. Care must be taken in detailing the finishes, electrical, and mechanical systems to avoid transmission paths.

**A25: Administrative Conference Rooms**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Commercial  
Equipment: 8 linear feet of base and overhead cabinets

Manual pull-down projection screen  
3'x6' white board  
Dimmable lighting control (for presentations)  
Built-in wire management for power, phone and data on two walls of all rooms  
Power, phone, and data to conference table  
Acoustics: an STC of 50 or higher to maintain confidentiality from surrounding spaces. Care must be taken in detailing the finishes, electrical, and mechanical systems to avoid transmission paths.

**A26: Muster Room**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Commercial  
Equipment: 8 foot base and overhead cabinets  
Manual pull-down projection screen  
3'x6' white board  
Lighting control (for presentations)  
Built-in wire management for power, phone and data on two walls of all rooms  
CCTV monitors

**A27: Tactical Equipment & Safety Room**

Floor: Rubber flooring, full assembly ballistic resistant  
Walls: Ballistic fiberglass backing painted gypsum board  
Ceiling: Secure envelope with level of resistance to forced entry and ballistics determined by facility security master plan in later phase, mechanically fastened acoustic tiles  
Door/Hdwe: Resistance to forced entry and ballistics two match floor, walls, and ceiling  
Equipment: 8 linear feet counter with base and overhead cabinets  
4'x8' white board  
Dedicated direct exhaust to exterior  
CCTV monitor  
Gun safe for rifles

**A28: Key Room and Evidence Closet**

Floor: Vinyl Composite Tile  
Walls: Paint  
Ceiling: Secure envelope with 20-minute resistance to forced entry, exposed  
Door/Hdwe: 20-minute resistance to forced entry (or detention grade)  
Equipment: Key Room: Custom key cabinet for key supplies, key indexing, master sets, change sets, and secure rings

**A29: Staff Toilets and Locker Rooms**

Floor: Ceramic tile  
Walls: Ceramic tile

Ceiling: Painted  
Hardware: Commercial  
Equipment: Fiberglass reinforced toilet partitions  
12 gauge 18"W X 24"D pre-built ventilated steel law enforcement lockers. The following counts should be verified as the staffing plan is refined in subsequent phases:  
Locker Room 1: (180)  
Locker Room 2: (70)  
Locker Room 3: (50)

**A30: Bunk Room**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Commercial  
Equipment: (2) full lockers  
Furnishings: (1) double bunk

**Staff Dining**

Floor: Vinyl Composite Tile  
Walls: Paint  
Ceiling: Washable acoustical  
Hardware: Commercial  
Equipment: Duress and fire alarm annunciation panels  
Stainless steel counters for individual preparation and serving  
Cook top  
Furnishings: Loose institutional grade chairs and tables  
(2) display (glass fronted) refrigerators  
(2) microwaves  
(2) coffee pots  
(3) vending machines  
Television

**A31: Kitchen**

In addition to finish and equipment requirements, the overall design and construction of the kitchen area shall meet the following requirements:

- SFSD will require finishes, systems, equipment, and furnishings that are highly durable under heavy use and highly water resistant. SFSD will have extensive input into and review of the design and material, system, and equipment selections for the kitchen area.
- overall design and improvements in the kitchen area shall be suitable for hose-down washing;
- provide industrial rated covers for power sources;
- feed all sources of utilities from above to avoid floor penetrations;
- provide movement restricting safety devices and stops on rolling equipment such as but not limited to ovens;
- all supports, walls, and utilities shall be built on raised concrete curbs that will be completely waterproofed with epoxy coatings;

## SAN FRANCISCO HALL OF JUSTICE REPLACEMENT JAIL STUDY

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- all wall penetrations shall be triple sealed.

Floor: Epoxy or urethane coating over epoxy mortar sloped to drain and covered to wall

Walls: Premium prime coat and high-gloss, high solids top coat  
Ware washing area: stainless steel embedded in sealant and mechanically fastened floor to ceiling

Ceiling: Secure suspended grid ceiling (modeled on CJ #5)

Hardware: Institutional

Equipment: Stainless steel doors and hardware  
(1) hand wash sink each at entrance and near entry to office  
Floor drains throughout  
(3) small refrigerators (120 s.f. each)  
(2) large refrigerators (340 s.f. each)  
(2) freezers (220 s.f. each)  
Grease trap (located outside of inmate areas for access by vendor for cleaning)  
Cleaning Chemical Storage – direct exhaust

Preparation:  
3 sets of 3X6 double sided tables with overpass  
Fix slicer to tables  
Overhead shelf at perimeter walls

Cooking:  
Hood with two sided line, kettles on one side,  
(4) 100 gallon kettles on one side of the line (one electric for emergency operations)  
(2) tilt skillets (one electric for emergency operations)  
(10) stacking ovens on the other side of the line (one electric for emergency operations)  
floor drain in front of kettles and skillets  
(1) hand wash sink  
built-in stainless steel steps or means of access to clean the hood without stepping on equipment or piping

Baking:  
80 quart mixer  
floor scale  
(2) work tables

Staff Food Preparation:  
(1) work table  
(1) reach in refrigerator  
(1) hand wash sink  
(1) two compartment sink with stainless steel counter on either side

Serving/Tray Preparation:  
(1) hand wash sink

Ware Washing:  
Tray wash machine with feeder belt, 18 feet long, two trays wide, 6 feet high  
(1) three compartment sink, w/ oversize clean and dirty sideboards & disposal, modeled on CJ#5  
(1) hand wash sink

4 racks for storage of pots and pans

Stainless steel bollards and durable wall guards along wall for entire path of food carts – all the way to housing pods

Furnishings (including non-fixed kitchen equipment):

(3) plug-in, rolling hot food holding boxes

Buffalo chopper on a small wheeled platform

Sheet Pan Storage: (1) rack for sheet pans

Tray Storage – (8) 3' X 8' racks

Pot & Pan Storage – (4) 3' X 8' racks

Waste Area:

(2) 96 gallon blue (recycling)

(3) 64 gallon green (composting) and loading dock, plus (3) 64 gallon trash

### **A32: Kitchen Office**

Floor: Continuous epoxy

Walls: Premium prime coat and high-gloss, high solids top coat

Ceiling: Acoustical

Hardware: Commercial

Equipment: None

Furnishings: Desktop combination copier/fax/printer

(2) file cabinets

### **A33: Kitchen Staff Office**

Floor: Sheet vinyl

Walls: Premium prime coat and high-gloss, high solids top coat

Ceiling: Acoustical

Hardware: Commercial

Equipment: None

Furnishings: Desktop combination copier/fax/printer

(2) file cabinets

(2) 18" d. X 36" w. steel open shelving units

### **A34: Dry Storage**

Floor: Sealed concrete

Walls: Paint to 8 feet high

Ceiling: Exposed structure

Hardware: Institutional

Equipment: Steel open shelving and wire racks

### **A35: Laundry**

SFSD will require finishes, systems, equipment, and furnishings that are highly durable under heavy use and highly water resistant. SFSD will have extensive input into and review of the design and material, system, and equipment selections for the laundry area.

Floor: Epoxy paint over epoxy mortar sloped to trench drains and coved to wall  
Walls: Premium prime coat and semi-gloss, high solids top coat  
Ceiling: Premium prime coat and semi-gloss, high solids top coat  
Hardware: Institutional  
Equipment: Stainless steel doors and hardware on wet side  
Washers:  
(3) at 170 lbs. (66" wide x 80" deep) with space and stub-outs to add a fourth in the future  
(1) at 100 lbs.  
Dryers: 5 at 190 lbs. with space and stub-outs to add a sixth in the future – built into wall with service corridor behind  
Floor drain trenches sized for machine water loads  
Automatic blow-down lint collection system  
Smoke evacuation  
Provide institutionally proven ozone system with certified infectious kill rate. Provide boosters or standby hot water heating/bypass as backup for ozone system failure.  
Furnishings: (12) Carts – 6 each for washer and dryer areas  
Dryers: 3 folding tables (30" x 72") at dryer side  
Clean Clothing Storage: shelving system

### **A36: Public Lobby and Visiting Lobby**

Floor: Hard maintainable floor material, terrazzo or similar  
Walls: Painted  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: Fixed seating for 20  
Heavy duty entry doors – prefer balanced pivot type  
(40) coin (or token) operated public lockers for visitor's personal effects  
Magnetometer and parcel x-ray for inmate visitors and those attending events involving inmates in the multipurpose room (may use shared equipment listed for Staff Entry)

### **A37: Central Records and Central Warrants Bureau Offices and Work Areas**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: (4) Public Counter Windows: exterior banking service windows with security glazing, writing surface, deal tray, talk-through on public side; "L" work surface with cash drawer, drawer pedestal, printer shelf on office side.  
(1) Private counter: ADA height writing surface on customer side, "L" work surface with cash drawer, drawer pedestal, printer shelf on office side.  
File Room: (8) high-density mobile file storage units  
(20) lockers for handguns and (2) long rifle lockers in a staff area without public access  
Break Room: counter with sink, base and upper cabinets, and adjacent space for a full refrigerator  
Break Room: (18) 1 cu. ft. lockers

**A38: Public Restrooms**

Floor: Continue lobby flooring or ceramic tile  
Walls: Ceramic tile  
Ceiling: Painted  
Hardware: Institutional  
Equipment: Ceiling mounted solid plastic toilet partitions  
Stainless steel dispensers for toilet paper, seat covers, paper towels  
Coat hooks in toilet stalls

**A39: Non-contact Visiting**

Floor: Carpet tile on public side – sealed concrete on inmate side  
Walls: Paint  
Ceiling: Inmate side: Secure assembly with perforated metal panels backed with acoustical batts  
Public side: acoustical treatment to be determined  
Hardware: Detention grade at inmate side and assemblies between inmates and the public, institutional on the public side  
Equipment: Secure perimeter between visitor and inmate – no ability to pass information or contraband  
Polycarbonate, level 3, vision panel set in detention hollow metal frame  
One fixed seat on each side (fold away at ADA booth)

**A40: Attorney Visiting and Child Visiting**

Floor: Rubber or carpet tile  
Walls: Paint  
Ceiling: Secure assembly with perforated metal panels backed with acoustical batts  
Hardware: Detention  
Equipment: Attorney Visiting – fixed counter with 2 fixed seats (loose chairs brought in if needed)  
Furnishings: Child Visiting – loose seating and tables

**A41: Multipurpose Room (Public Lobby Area)**

Floor: Carpet tile  
Walls: Paint to +80," acoustical treatment above  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: Security camera coverage monitored by central control  
Inmate entrance doors monitored and controlled by central control  
Basic ceiling mounted stage lighting  
Sound system  
AV hookups at rear of room  
Center, built-in projector  
Projection screen  
Furnishings: Stackable seating with storage carts for 100  
Folding tables with storage carts for approximately 66

Podium and presentation system  
Portable stage

**A42: General Storage**

Floor: Sealed concrete  
Walls: Paint to 8 feet high  
Ceiling: Exposed structure  
Hardware: Commercial  
Equipment: Wall protection where carts and pallet jacks will be in use  
General Storeroom and Secure Storage: Pallet racks around perimeter  
Secure Storage – (6) 2' deep X 4' wide heavy duty locking cabinets (divided between replacement jail and CJ #2)  
Furnishings: General Storeroom:  
(4) carts  
6 foot work counter  
table and chairs for up to 6 inmate workers  
Commissary Storage & Carts: (5) carts  
Stores Office:  
(1) systems furnishings workstation  
(1) visitor chair

**A43: Recycling**

Floor: Sealed concrete  
Walls: Paint  
Ceiling: Paint  
Hardware: Detention  
Equipment: None  
Furnishings: (12) 96 gallon blue (recycling)  
(6) 64 gallon green (composting) and loading dock, plus (3) 64 gallon trash

**A44: Sitework**

Furnishings: Public bicycle lockers (8 minimum)

B. FUNCTIONS HOUSED AT CJ #2

**B01: Classification (open office for deputy workstations)**

Floor: Carpet tile  
Walls: Paint  
Ceiling: Acoustical  
Hardware: Institutional  
Equipment: Built-in wire management for power, phone and data on two walls of all rooms  
Open office with Deputy Workstations – 3'x4' white board  
Supervisor Office – 4'x8' magnetic white board



Furnishings: Open office with Deputy Workstations – combination copier/printer/fax  
Supervisor Office – combination copier/printer/fax  
Files – (12) file cabinets

Acoustics: Supervisor Office shall have an STC of 50 or higher to maintain confidentiality from surrounding spaces. Care must be taken in detailing the finishes, electrical, and mechanical systems to avoid transmission paths.

**B02: Maintenance Office**

Floor: Sheet vinyl  
Walls: Premium prime coat and high-gloss, high solids top coat  
Ceiling: Acoustical  
Hardware: Commercial  
Equipment: None

Furnishings: (3) systems furnishings workstations with power, voice, and data outlets  
(1) desk  
Conference table for 6  
Industrial grade flat file for project record drawings  
Heavy duty open shelving for project record documents  
Heavy duty steel key cabinet  
Heavy duty locking steel storage cabinet  
(4) bookshelves

**B03: Maintenance stores and shops**

Floor: Epoxy paint  
Walls: Paint to 8 feet high  
Ceiling: Exposed structure  
Hardware: Commercial  
Equipment: Industrial grade steel storage racks – assume 100 lineal feet of 3 foot deep by 10 foot tall  
Provide 6 foot wide by 6 foot tall fixed steel cabinets in each storeroom  
Maintenance shops:  
work benches along one wall  
shelving

**Sheriff’s Department Manufacturer Preferences**

The Sheriff’s Department has expressed a strong preference for the following specific products due to their experience with them and their acceptable (or better) performance. In some cases, an important reason is the interchangeability of parts and the ability to stock few different items.

- Computerized lighting control systems by Watt-Stopper
- Sliding detention door operations, control and locking hardware by Folger Adams Security or RR Brink Locking Systems

- Swing detention door control and locking hardware by Folger Adams Security or RR Brink Locking Systems
- Bi-fold doors, EPD "Electric Power Door"
- Balanced pivot entry doors by Ellison Bronze Doors
- Steel shelving and cabinets by Strong-Hold
- High-density mobile file storage units: Kwikfile by Mayline or equal
- Heavy duty waste line couplings by Husky

6.3 Test Fit Studies

OPTION B.2

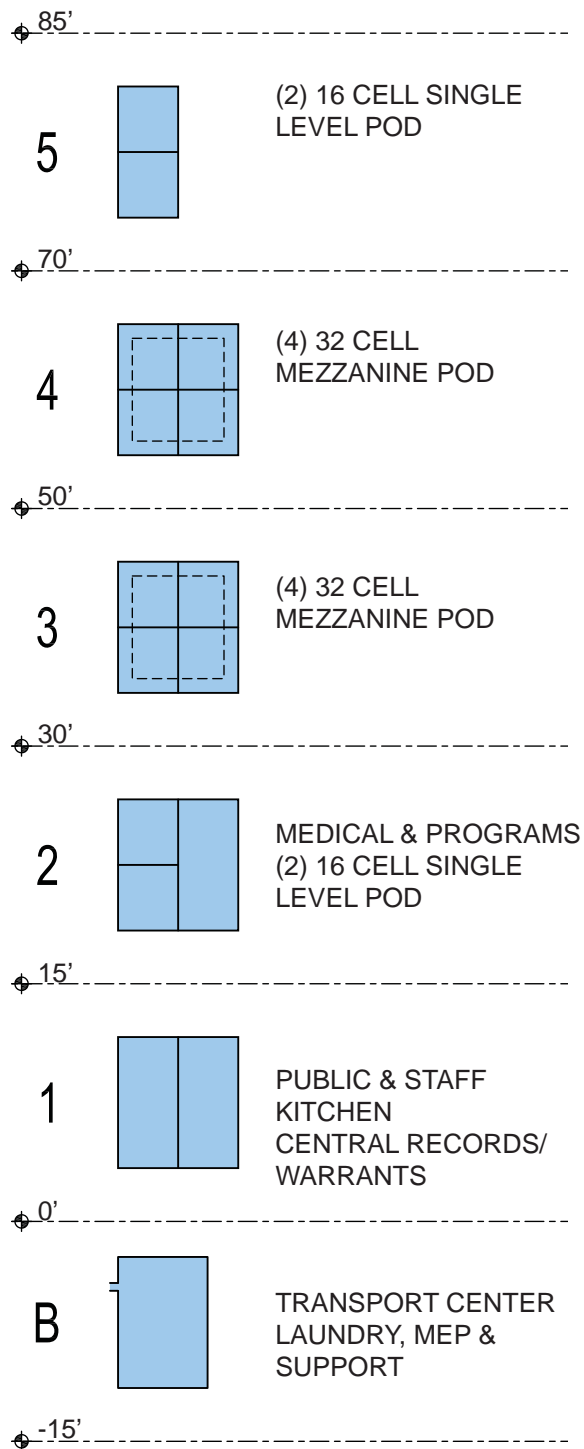


Figure 6.3.1 Stacking Diagram of Option B.2

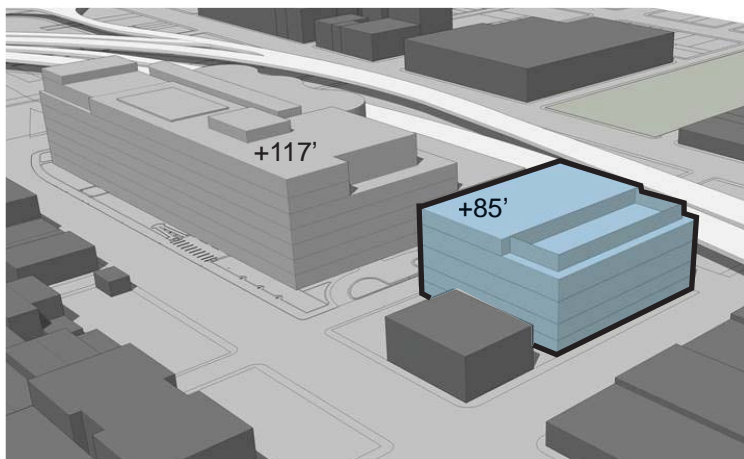
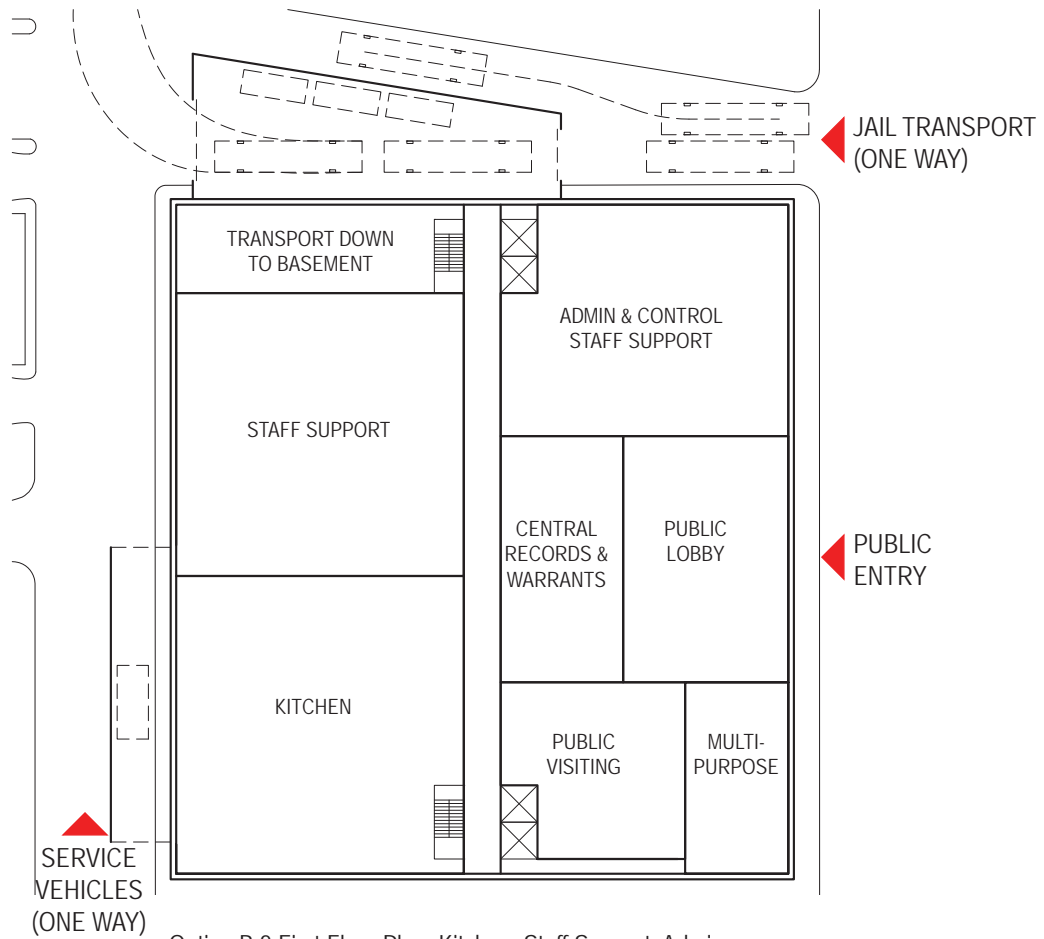
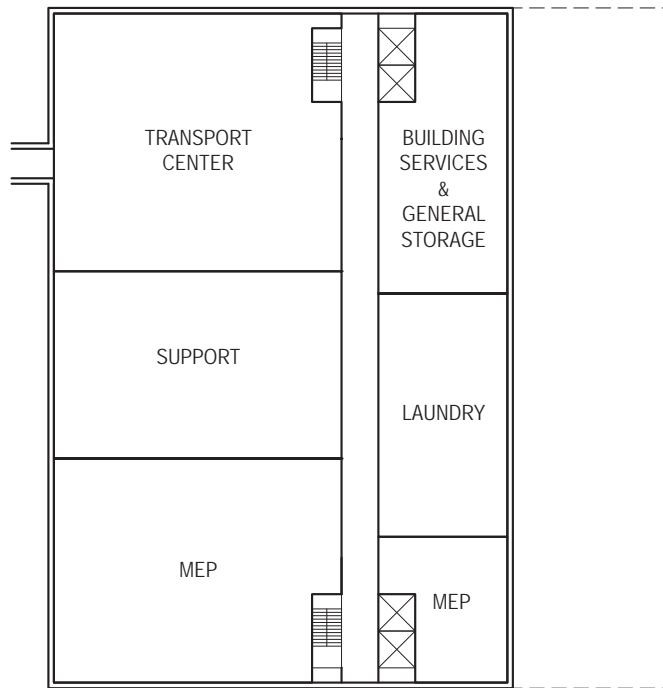


Figure 6.3.2 3D View of Option B.2

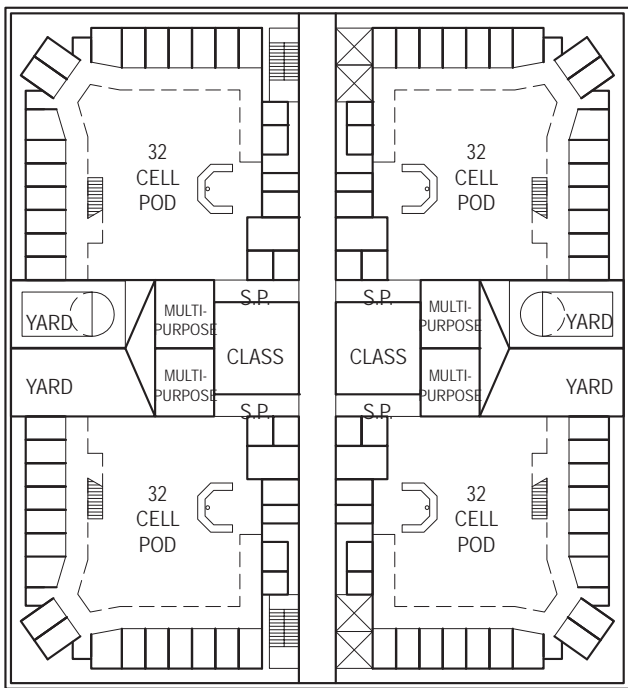


Option B.2 First Floor Plan: Kitchen, Staff Support, Admin, Central Records / Warrants, Public Lobby

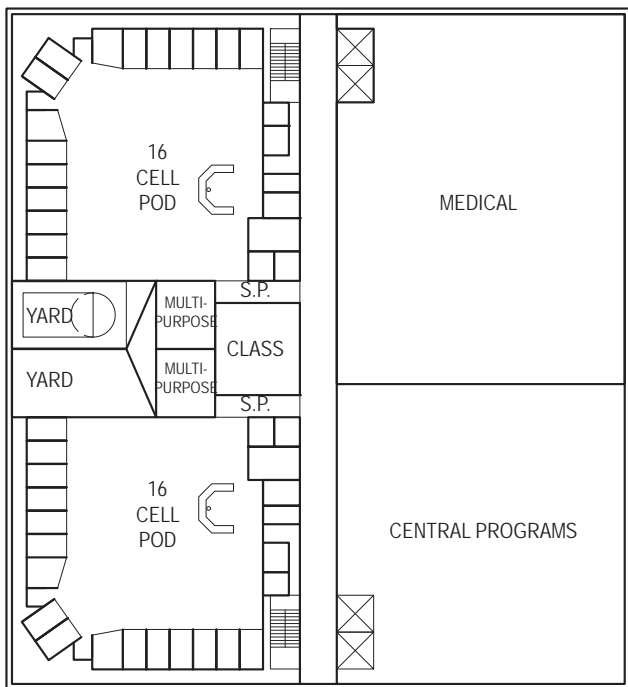


Option B.2 Basement Floor Plan: Transport, Laundry, MEP, Support

Figure 6.3.3 Option B.2 Basement & First Floor Plans (Not to Scale)

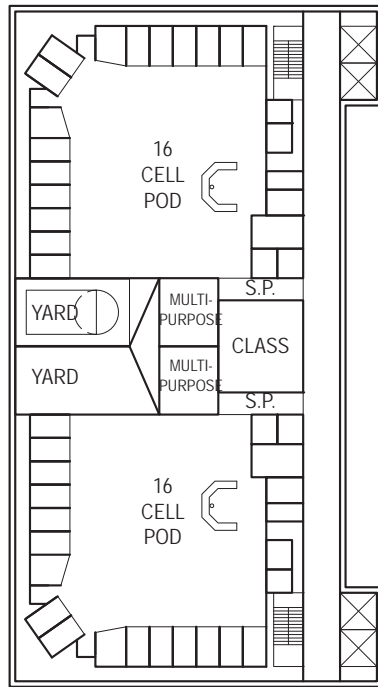


Option B.2 Third & Fourth Floor Plans: (4) 32 Cell Pods

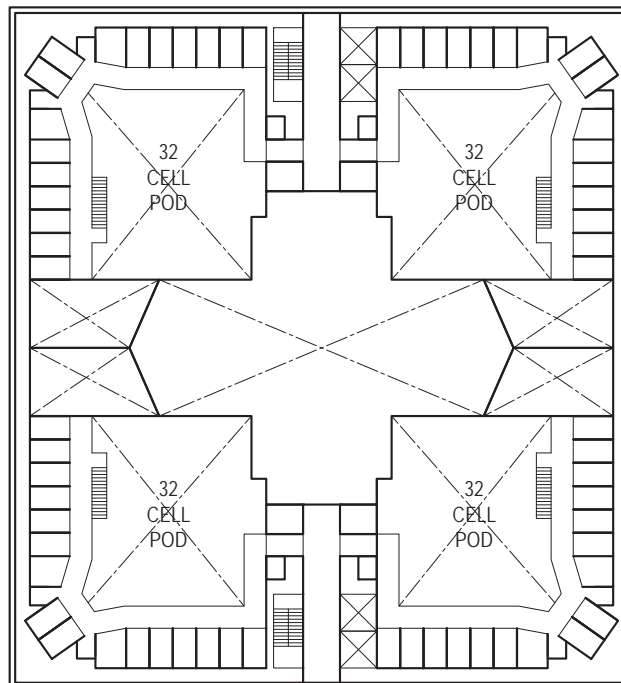


Option B.2 Second Floor Plan: (2) 16 Cell Pods, Medical, Central Programs

Figure 6.3.4 Option B.2 Second, Third, & Fourth Floor Plans (Not to Scale)



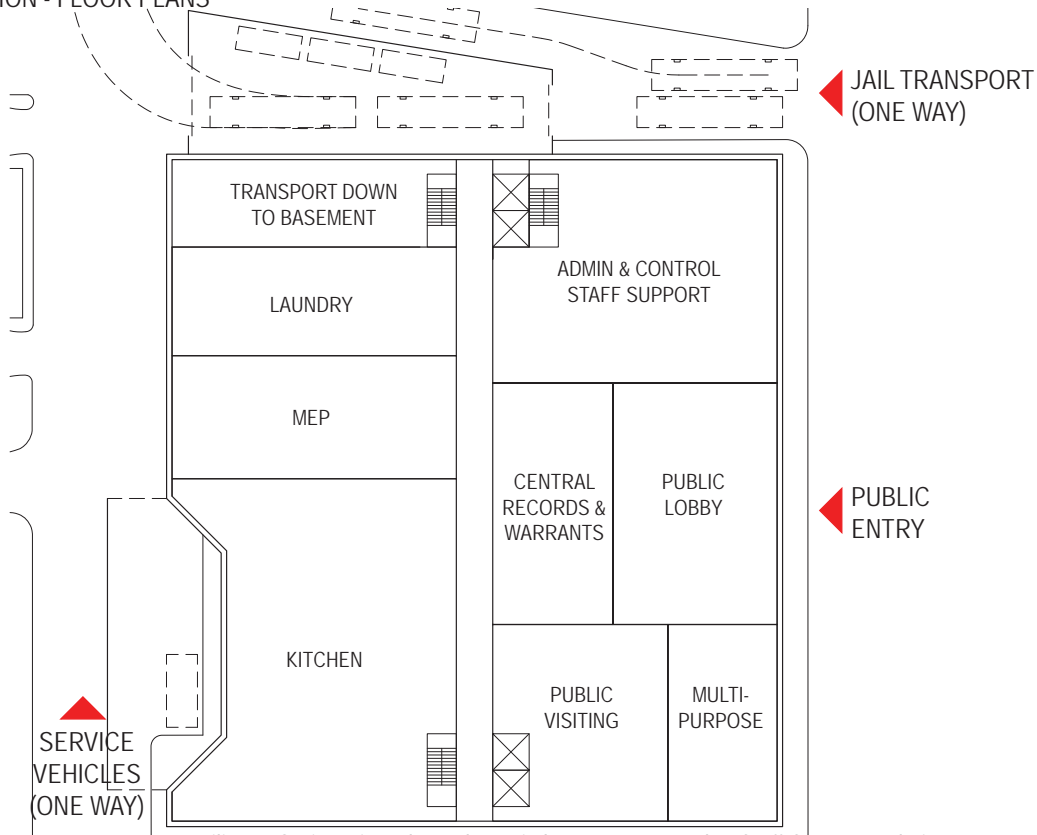
Option B.2 Fifth Floor Plan: (2) 16 Cell Pods



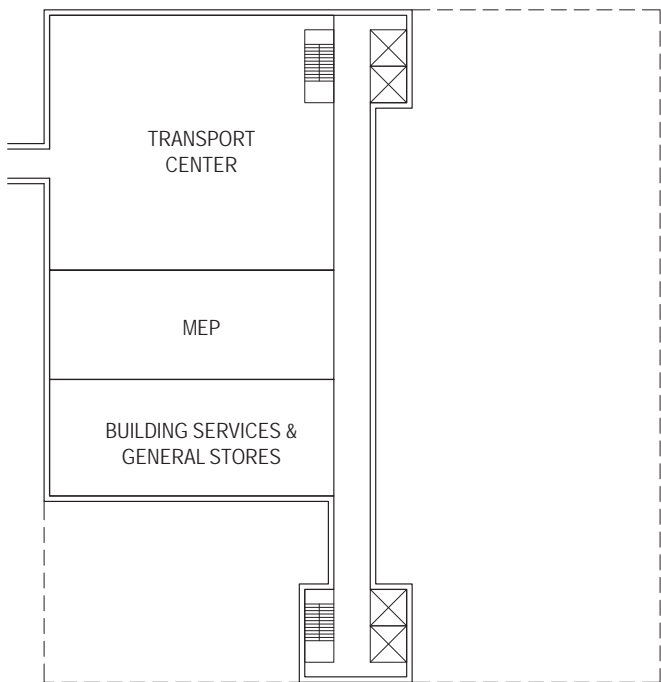
Option B.2 Third & Fourth Mezzanine Floor Plans: (4) 32 Cell Pods

Figure 6.3.5 Option B.2 Third & Fourth Mezzanine Floor Plans and Fifth Floor Plan (Not to Scale)

RECTILINEAR OPTION - FLOOR PLANS

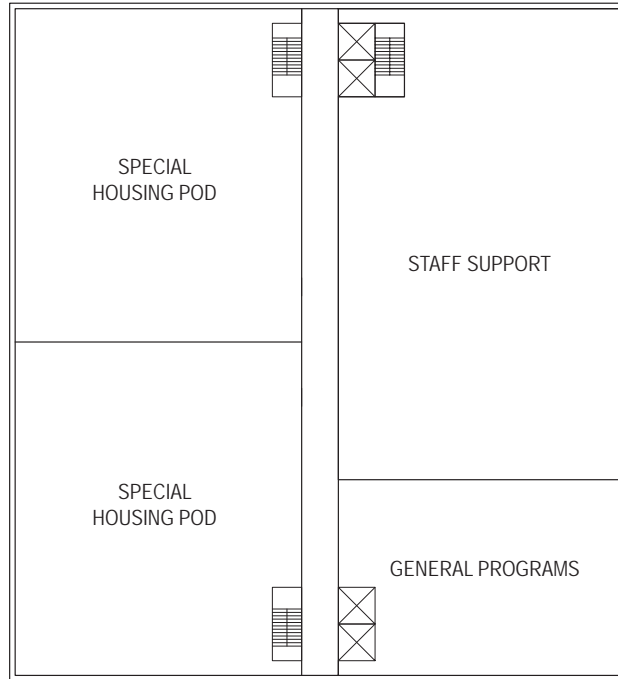


Rectilinear Option First Floor Plan: Kitchen, MEP, Laundry, Staff Support, Admin, Central Records / Warrants, Public Lobby

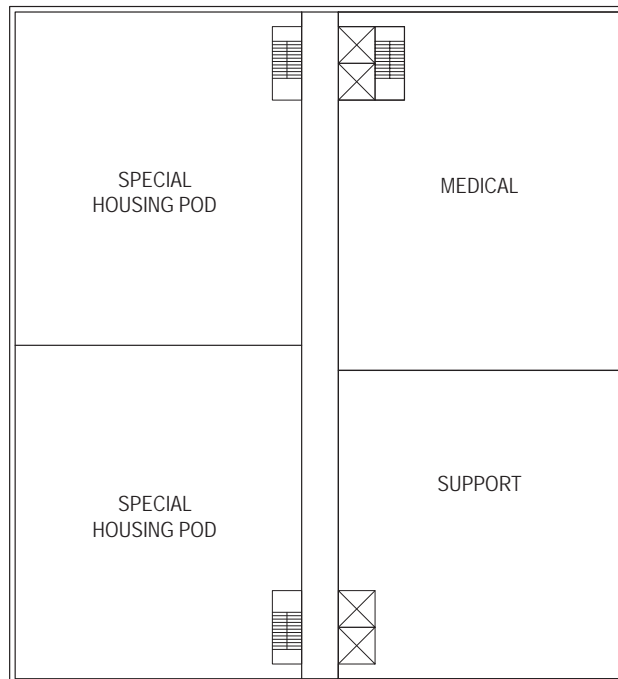


Rectilinear Option Basement Floor Plan: Transport Center, MEP, & General Stores

Figure 6.3.6 Rectilinear Option First Basement & First Floor Plan (Not to Scale)



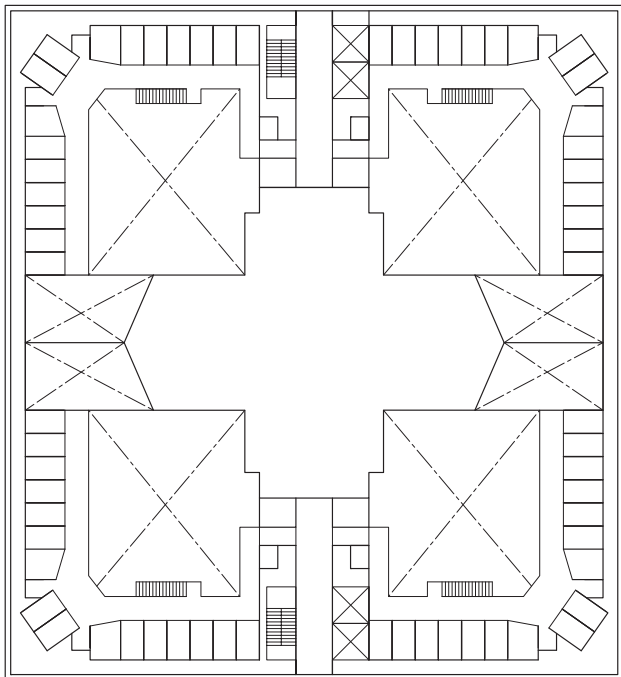
Rectilinear Option Third Floor Plan: Special Housing Pod, Staff Support, General Programs



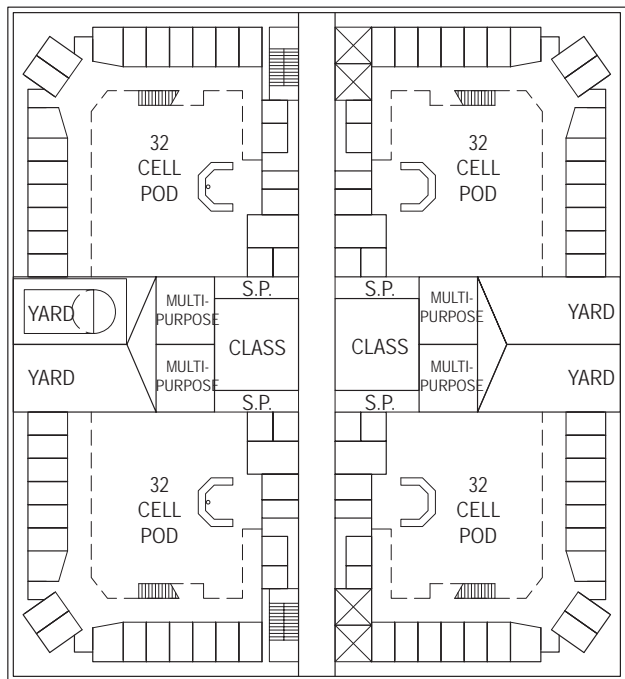
Rectilinear Option Second Floor Plan: Special Housing Pod, Support, Medical

Figure 6.3.7 Rectilinear Option Second & Third Floor Plans (Not to Scale)



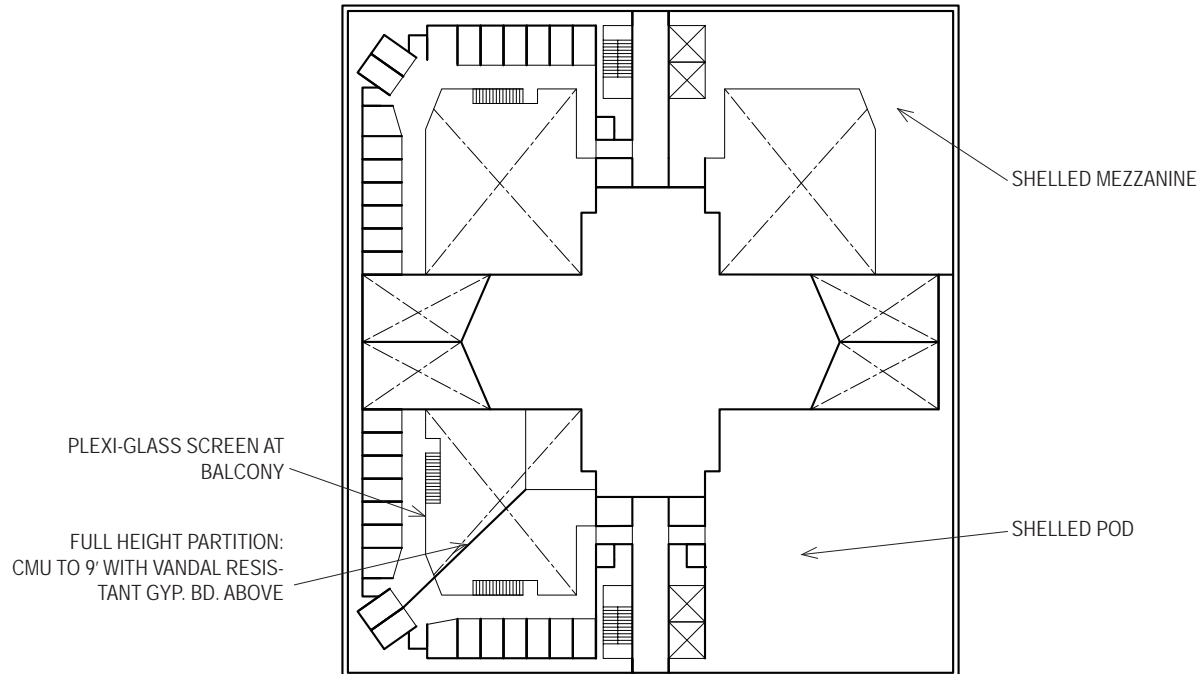


Rectilinear Option Fourth & Fifth Floor Mezzanine

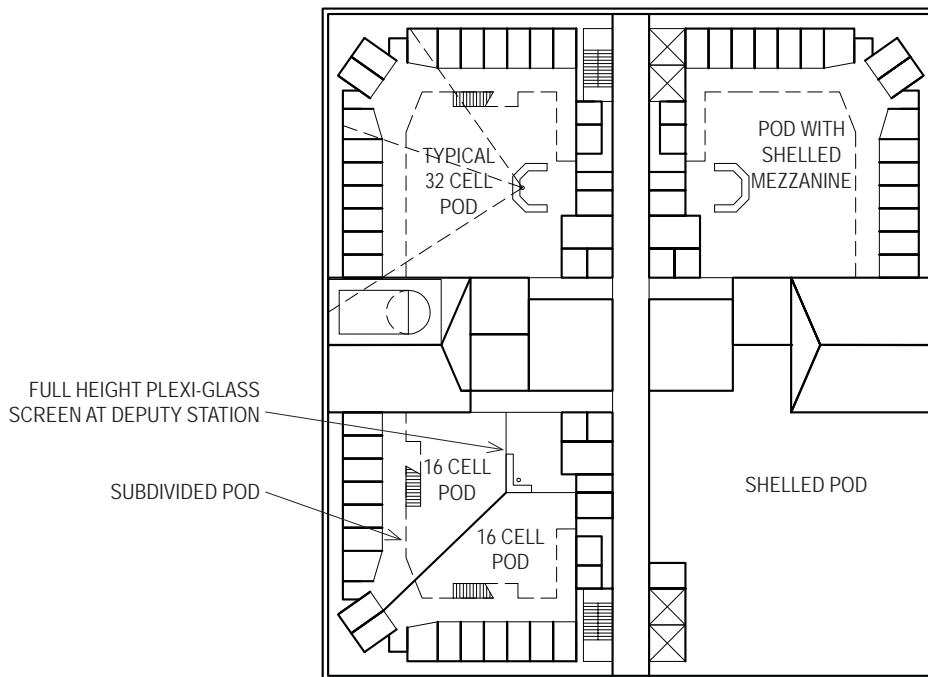


Rectilinear Option Fourth & Fifth Floor Plans: (4) 32 Cell Pods

Figure 6.3.8 Rectilinear Option Fourth & Fifth Floor Plans (Not to Scale)



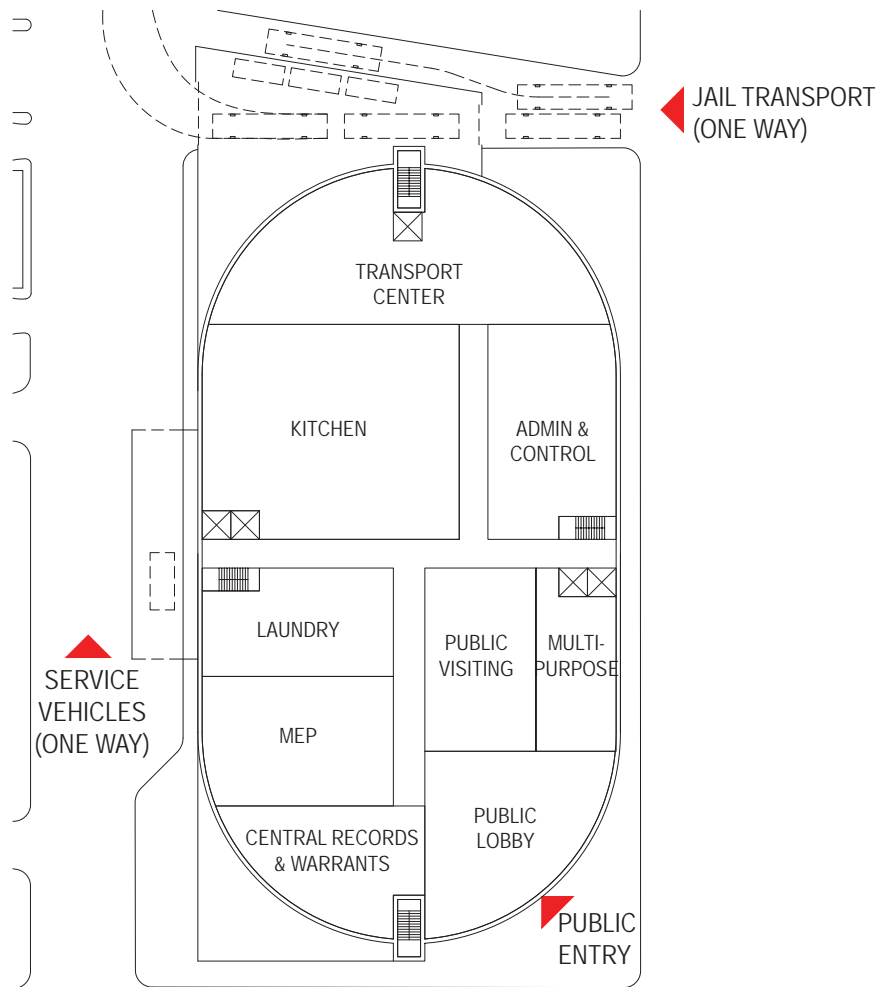
Rectilinear Option - Housing Pod Mezzanine: Sub-Divided & Shell Study



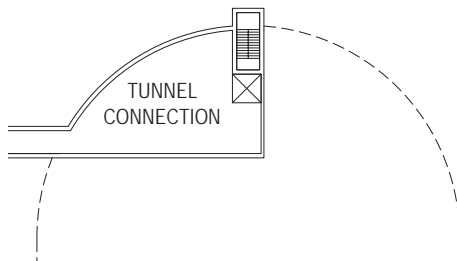
Rectilinear Option - Housing Pod Main Floor: Sub-Divided & Shell Study

Figure 6.3.9 Rectilinear Study of subdividing Housing Pods and shelling options (Not to Scale)

CURVILINEAR OPTION - FLOOR PLANS

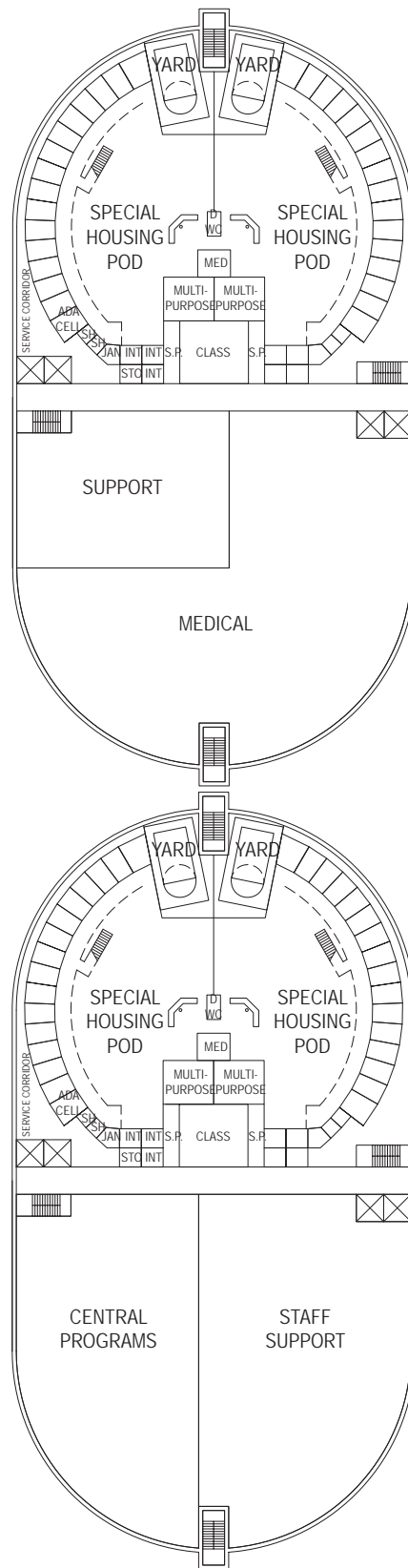


Curvilinear Option First Floor Plan: Transport Center, Kitchen, Admin & Control, Laundry, MEP, Central Records & Warrants, Public Lobby



Curvilinear Option Basement Floor Plan: Tunnel Connection

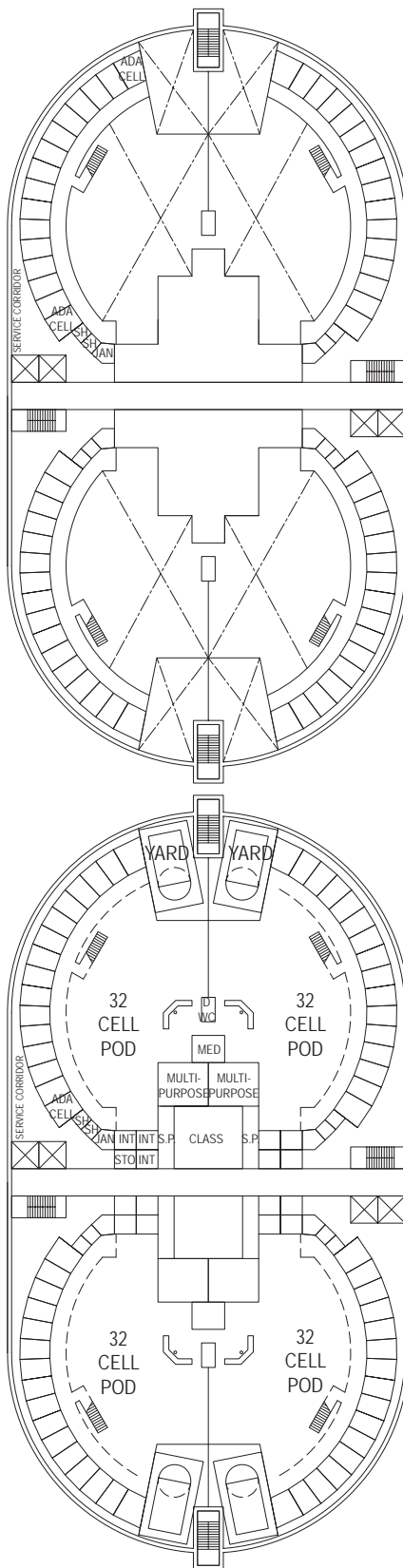
Figure 6.3.10 Curvilinear Option Basement & First Floor Plan (Not to Scale)



Curvilinear Option Third Floor Plan:  
(2) Special Housing Pod, Support,  
Medical

Curvilinear Option Second Floor Plan:  
(2) Special Housing Pod, Staff Support,  
Central Programs

Figure 6.3.11 Curvilinear Option Second & Third Floor Plan (Not to Scale)



Curvilinear Option Fourth & Fifth Mezzanine Floor Plan:

Curvilinear Option Fourth & Fifth Floor Plan: (4) 32 Cell Pods

Figure 6.3.12 Curvilinear Option Fourth & Fifth Floor Plan (Not to Scale)

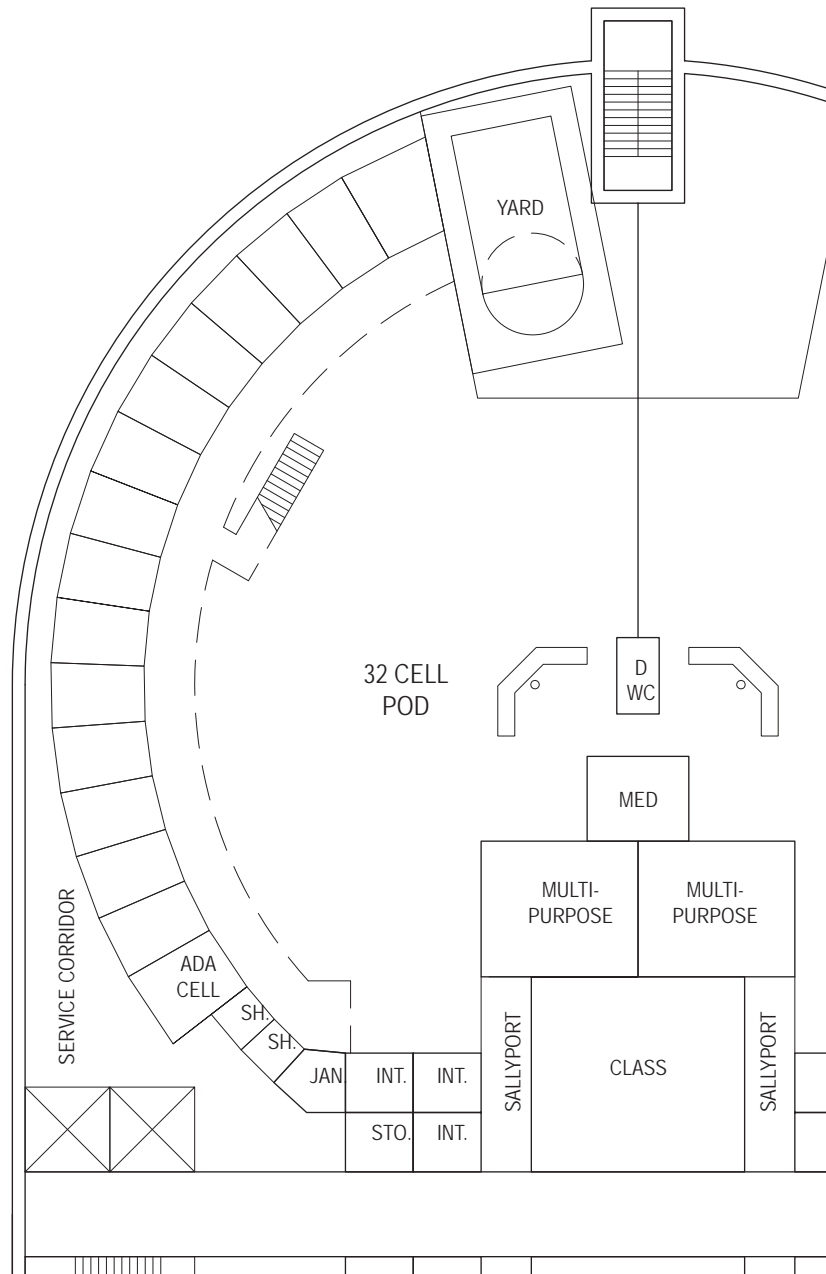


Figure 6.3.13 Enlarged Curvilinear Pod Floor Plan (Not to Scale)

6.4 Detailed Staffing Analysis

Classification	Post	Job Class	Relief	Salary w/ Benefits	Test Fit Option A High Capacity 640 Beds					Test Fit Option B Medium Capacity 582 Beds					Test Fit Option B.1 Medium Capacity 582 Beds					Comments
					Mid-Night	Day	Swing	FTE	Item Cost	Mid-Night	Day	Swing	FTE	Item Cost	Mid-Night	Day	Swing	FTE	Item Cost	
<b>1.000 Holding/Transport</b>																				
Holding Deputy	Holding cells during court	8304	1.2	\$132,781	0	2	0	2.4	\$318,674	0	2	0	2.4	\$318,674	0	2	0	2.4	\$318,674	
<b>2.000 Public Lobby</b>																				
Lobby Deputy	Information Desk	8304	1.7	\$132,781	0	1	0.5	2.6	\$345,231	0	1	0.5	2.6	\$345,231	0	1	0.5	2.6	\$345,231	
<b>3.000 Visiting</b>																				
Deputy	Visiting Holding Cells	8304	0.49	\$132,781	0	1	0	0.5	\$66,391	0	1	0	0.5	\$66,391	0	1	0	0.5	\$66,391	Weekends & holidays
<b>4.000 Central Records &amp; Warrants</b>																				
<b>Central Warrants Bureau</b>																				
Sergeant	Command/Supv. Office	8308	1	\$148,567	0	1	0	1	\$148,567	0	1	0	1	\$148,567	0	1	0	1	\$148,567	
Senior Deputy	Command/Supv. Office	8306	1	\$145,538	1	1	1	3	\$436,614	1	1	1	3	\$436,614	1	1	1	3	\$436,614	
Deputy	Group Office	8304	1.7	\$132,781	1	4	2	11.9	\$1,580,094	1	4	2	11.9	\$1,580,094	1	4	2	11.9	\$1,580,094	
Doc. Exam. Tech.	Group Office	8109	1	\$101,030	0	1	0	1	\$101,030	0	1	0	1	\$101,030	0	1	0	1	\$101,030	
Sr. LP Clerk	Group Office	8108	1	\$92,695	6	8	8	22	\$2,039,290	6	8	8	22	\$2,039,290	6	8	8	22	\$2,039,290	
<b>Central Records Unit</b>																				
Sergeant	Command/Supv. Office	8308	1	\$148,567	0	1	0	1	\$148,567	0	1	0	1	\$148,567	0	1	0	1	\$148,567	
Senior Deputy	Command/Supv. Office	8306	1.7	\$145,538	1	1	1	5.1	\$742,244	1	1	1	5.1	\$742,244	1	1	1	5.1	\$742,244	
Doc. Exam. Tech.	Group Office	8109	1	\$101,030	0	1	0	1	\$101,030	0	1	0	1	\$101,030	0	1	0	1	\$101,030	
Sr. LP Clerk	Group Office	8108	1	\$92,695	4	4	4	12	\$1,112,340	4	4	4	12	\$1,112,340	4	4	4	12	\$1,112,340	
<b>5.000 Administration &amp; Control</b>																				
Captain	Facility Commander	8312	1	\$190,776	0	1	0	1	\$190,776	0	1	0	1	\$190,776	0	1	0	1	\$190,776	
Lieutenant	Watch Commander	8310	1	\$168,207	1	2	1	4	\$672,828	1	2	1	4	\$672,828	1	2	1	4	\$672,828	
Sergeant	Sergeants' Offices	8308	1	\$148,567	2	3	2	7	\$1,039,969	2	3	2	7	\$1,039,969	2	3	2	7	\$1,039,969	
Senior Deputy	Group Administrative Office	8306	1	\$145,538	2	3	3	8	\$1,164,304	2	3	3	8	\$1,164,304	2	3	3	8	\$1,164,304	
Deputy	Central Control	8304	1.7	\$132,781	2	2	2	10.2	\$1,354,366	2	2	2	10.2	\$1,354,366	2	2	2	10.2	\$1,354,366	
Deputy	Regulation Compliance	8304	1	\$132,781	0	1	0	1	\$132,781	0	1	0	1	\$132,781	0	1	0	1	\$132,781	
<b>6.000 Staff Support</b>																				
No direct staffing associated with this area.																				
<b>7.000 Central Programs</b>																				
Deputy Rehab Serv.	Custody Staff School Post Program Coordinator	8304 8420	1.7 1	\$132,781 \$125,240	0 0	1 4	0.6 0	2.7 4	\$358,509 \$500,960	0 0	1 4	0.6 0	2.7 4	\$358,509 \$500,960	0 0	1 4	0.6 0	2.7 4	\$358,509 \$500,960	

# SAN FRANCISCO HALL OF JUSTICE REPLACEMENT JAIL STUDY

Classification	Post	Job Class	Relief	Salary w/ Benefits	Test Fit Option A High Capacity 640 Beds					Test Fit Option B Medium Capacity 582 Beds					Test Fit Option B.1 Medium Capacity 582 Beds					Comments
					Mid-Night	Day	Swing	FTE	Item Cost	Mid-Night	Day	Swing	FTE	Item Cost	Mid-Night	Day	Swing	FTE	Item Cost	
<b>8,000 Medical &amp; Mental Health</b>																				
<b>Outpatient Treatment Areas</b>																				
RN Weekdays	Nurses' Station	2320	1.2	\$193,816	2	4	3.0	10.9	\$2,112,594	2	4	3.0	10.9	\$2,112,594	2	4	3.0	10.9	\$2,112,594	
RN Weekends	Nurses' Station	2320	0.5	\$193,816	2	2	2.0	2.9	\$562,066	2	2	2.0	2.9	\$562,066	2	2	2.0	2.9	\$562,066	
LVN Weekdays	Nurses' Station	2312	1.1	\$106,545	2	3	3	8.4	\$894,978	2	3	3	8.4	\$894,978	2	3	3	8.4	\$894,978	
LVN Weekends	Nurses' Station	2312	0.4	\$106,545	1	3	4	3.4	\$362,253	1	3	4	3.4	\$362,253	1	3	4	3.4	\$362,253	
Deputy	Deputy Station	8304	1.7	\$132,781	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	
Sr. Physician	Treatment Rooms	2232	1	\$276,262	0	1	0	1	\$276,262	0	1	0	1	\$276,262	0	1	0	1	\$276,262	
Nurse Practitioner	Treatment Rooms	2328	1	\$251,546	0	1	0	1	\$251,546	0	1	0	1	\$251,546	0	1	0	1	\$251,546	
Dentist	Dental Suite	2210	0.73	\$213,612	0	0.6	0	0.4	\$85,445	0	0.6	0	0.4	\$85,445	0	0.6	0	0.4	\$85,445	
Dental Aide	Dental Suite	2202	0.73	\$101,423	0	1.1	0	0.8	\$81,138	0	1.1	0	0.8	\$81,138	0	1.1	0	0.8	\$81,138	
Porter	Outpatient Treatment Area	2736	1	\$83,120	0	3	0	3	\$249,360	0	3	0	3	\$249,360	0	3	0	3	\$249,360	
<b>Staff Areas</b>																				
Nurse Manager	Nurse Manager's Office	2322	1	\$242,713	0	1	0	1	\$242,713	0	1	0	1	\$242,713	0	1	0	1	\$242,713	
Psych Manager	Psych Manager's Office	Cntr.	1	\$100,860	0	1	0	1	\$100,860	0	1	0	1	\$100,860	0	1	0	1	\$100,860	
Therapist	Psych Group Office	Cntr.	1	\$86,100	0	3	0	3	\$258,300	0	3	0	3	\$258,300	0	3	0	3	\$258,300	
<b>9,000 32 Cell Housing Pod</b>																				
<b>General Population Pods</b>																				
Deputy	Deputy Station	8304	1.7	\$132,781	5	5	5	25.5	\$3,385,916	4	4	4	20.4	\$2,708,732	4	4	4	20.4	\$2,708,732	
Deputy	Post relief & escort	8304	1.7	\$132,781	3.6	5.3	4.1	22.1	\$2,934,460	2.7	4.4	3.5	18.0	\$2,390,058	2.7	4.4	3.5	18.0	\$2,390,058	
<b>10,000 16 Cell Housing Pod</b>																				
Deputy	M1a Discipl. Isolation and M1b Admin. Segregation	8304	1.7	\$132,781	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	
Deputy	M2a and M2b	8304	1.7	\$132,781	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	
Deputy	M3 Psych Communal	8304	1.7	\$132,781	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	
Deputy	M4a Gang Drop-Outs and M4b Transgender	8304	1.7	\$132,781	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	
Deputy	S1 Med/Psych Sub Acute	8304	1.7	\$132,781	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	
Deputy	S2 Psych Hard to Manage	8304	1.7	\$132,781	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	
Deputy	S3 House Alones	8304	1.7	\$132,781	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	
Deputy	S4a Super Max and S4b	8304	1.7	\$132,781	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	1	2	2	8.5	\$1,128,639	
Deputy	Post relief & escort	8304	1.7	\$132,781	4.2	8.1	7.0	32.8	\$4,355,217	4.3	8.2	7.1	33.3	\$4,421,607	4.3	8.2	7.1	33.3	\$4,421,607	
<b>11,000 Kitchen</b>																				
Deputy	Deputy Station	8304	1.7	\$132,781	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	1	1	1	5.1	\$677,183	
* RNs work 12 hour shifts. The average coverage during the swing shift is shown to correctly calculate FTEs in a spreadsheet designed for 3 shifts and avoid giving the impression that there is no RN coverage on the swing shift.																				
<b>12,000 Laundry</b>																				
Deputy	N/A	8304	1.7	\$132,781	0	1	1	3.4	\$451,455	0	1	1	3.4	\$451,455	0	1	1	3.4	\$451,455	
<b>13,000 Sheriff's Bureau of Building Services</b>																				
Stationary Eng.	N/A	7334	1	\$113,735	0	2	0	2	\$227,470	0	2	0	2	\$227,470	0	2	0	2	\$227,470	
<b>14,000 General Storage</b>																				
Store Keeper	Stores Office	1934	1	\$86,200	0	1	0	1	\$86,200	0	1	0	1	\$86,200	0	1	0	1	\$86,200	
<b>S&amp;B Total</b>																				
																		\$38,501,908	\$37,346,712	\$37,346,712



## 6.5 Glossary

The following terms, abbreviations, and acronyms are used in this report:

ADA	This acronym has two meanings in this report, which is determined by its context:  Americans with Disabilities Act, a reference to federal legislation used when discussing state and federal accessibility requirements in general.  Average Daily Attendance, referring to the basis for state reimbursement to local school districts based on attendance.
AOC	Administrative Office of the Courts, an agency of the State of California.
BSCC	Board of State and Community Corrections. The agency responsible for setting standards that govern jail operations and design – and for carrying out inspections to ensure compliance.
CJ#1 Justice.	County Jail #1, the booking and release facility on the ground floor adjacent to the Hall of
CJ#2	County Jail #2 located above CJ#1.
CJ#5	County Jail #5 located in San Bruno.
CLETS	California Law Enforcement Telecommunication System, a data interchange switcher for state data files.
CMU	Concrete Masonry Units, commonly known as concrete block.
ESU	Emergency Services Unit, a secondary assignment for deputies activated in response to a specific security threat.
HOJ	Hall of Justice.
HSA	Human Services Agency.
HVAC	Heating, ventilating, and air conditioning; referring either to the services these systems provide or the systems themselves.
ICP	Incident command post.
MEP	Mechanical/Electrical/Plumbing

MHz	Megahertz, a measurement of frequency in million cycles per second.
Podular	A housing unit configuration in which cells are arrayed around a dayroom area.
Pre-plated each inmate.	A food service practice of putting food portions on thermal trays in the kitchen for distribution one to each inmate.
Sallyport	A vestibule with interlocked doors used as a secure transition space between non-secure and secure areas.
SF,s.f. or sq. ft.	Square feet.
SFPD	San Francisco Police Department.
SFSD	San Francisco Sheriff's Department.
SBBS	Sheriff's Bureau of Building Services.
SVP	Sexually Violent Predator.